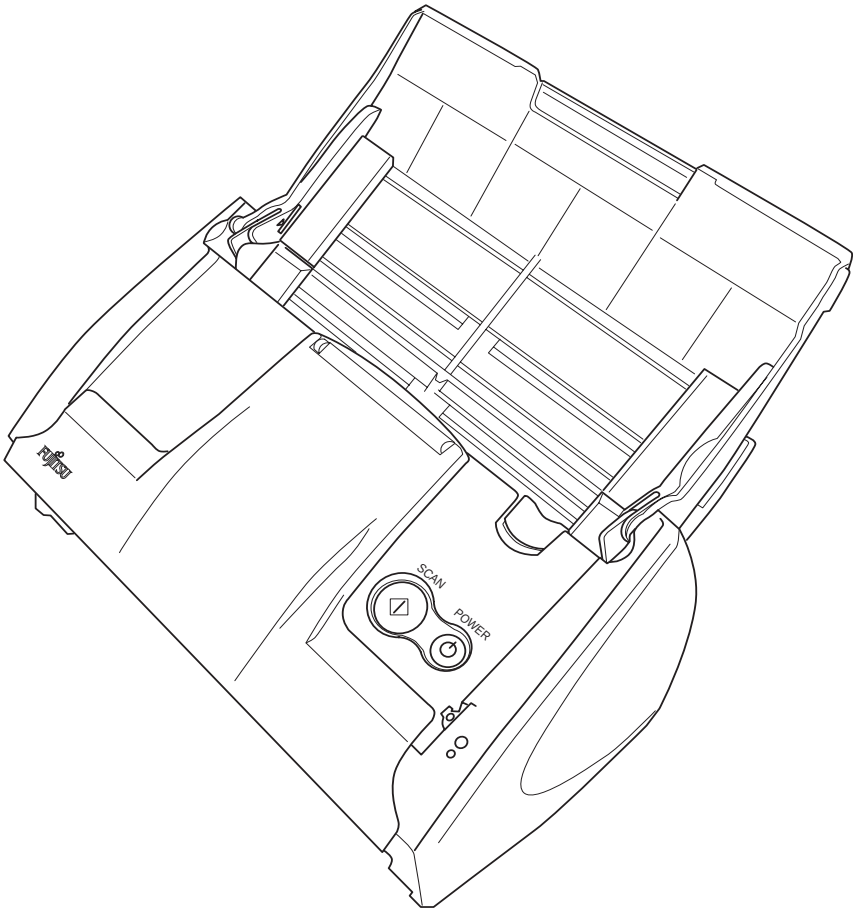
P3PC-1942-01ENZ0

Color Image Scanner

ScanSnap

S510M for Mac
Operator's Guide



FUJITSU

Introduction

Thank you for purchasing the Color Image Scanner ScanSnap S510M.
ScanSnap S510M is a feature-rich, office-ready color image scanner. It is designed to help you improve productivity and solve problems in scanning.
The ScanSnap scanner has the following features:

■ **Converting paper documents into PDFs by pressing a single button!**

You can turn the documents cluttering up your desk into PDFs, and manage and archive them on your computer.

ScanSnap S510M can automatically detect whether the documents are color or black-and-white, so that the size of scanned image files can be made smaller when scanning color and black-and-white documents mixed in a batch. In addition, the scanner can automatically remove blank pages in documents to further reduce the size of files.

■ **Effortless scanning!**

Double-sided color documents in A4 or letter size can be scanned at a speed of about 18 sheets/minute (when used with a computer with a PowerPC® G5 processor of 1.6GHz or higher running Mac OS X v10.2.8 or later and with Scan mode Normal, Color mode Auto, and Compression rate 3).(*1)

■ **Small desktop footprint!**

Having a footprint smaller than a sheet of A4 or Letter size paper, the ScanSnap scanner can be left on your desk all the time.

(*1) - Depending on the document types, the scanning speed may slow down when scanning is performed in "B&W" (Black-and-White) mode (because the data of scanned color documents is converted into monochrome data).
- When "Allow automatic blank page removal" or "Correct skewed character strings automatically" is enabled, scanning speed may slow down.
(*2) - ScanSnap S510M does not support the TWAIN and ISIS standards.

This document describes how to use ScanSnap S510M and the basic operations. Be sure to read this manual thoroughly before using ScanSnap S510M.
In this document, ScanSnap S510M is hereinafter referred to as ScanSnap.

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■ Regulatory Information

FCC declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

FCC warning: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

CAUTION

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

ATTENTION

- The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.
- The length of the AC cable must be 3 meters (10 feet) or less.

Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.
This Class B digital apparatus complies with Canadian ICES-003.

Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Bescheinigung des Herstellers / Importeurs

Für den S510M wid folgendes bescheinigt:

- In Übereinsstimmung mit den Bestimmungen der EN45014(CE) funkentstört
- Maschinenlärminformationsverordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

International ENERGY STAR® Program

As an ENERGY STAR® Partner, PFU LIMITED has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the penetration of energy efficient computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Their standards and logos are uniform among participating nations.

Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

About the use of mercury

Hg

Lamp(s) inside this product contain mercury and must be recycled or disposed of according to local, state, or federal laws.

The scanner lamp contains mercury.
To avoid unexpected injury, read the following carefully.
Failure to complying with the following may result in serious personal injuries:

- Do not put the substance in the lamp in your mouth as it contains mercury.
- Do not incinerate, crush, or shred the scanner.
- Do not inhale or drink the chemical liquid contained in the scanner parts.

Trademarks

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Adobe, the Adobe logo, and Acrobat are either registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.
Other product names are the trademarks or registered trademarks of the respective companies.
ABBYY, FineReader are trademarks of ABBYY Software House.

How Product Names Are Indicated In This Manual

References to operating systems (OS) are indicated as follows:
Mac OS X v10.1:Macintosh operating system version 10.1
Mac OS X v10.2:Macintosh operating system version 10.2
Mac OS X v10.3:Macintosh operating system version 10.3
Mac OS X v10.4:Macintosh operating system version 10.4
Where there is no distinction between the different versions of the above operating system, the general term "Mac OS" is used.

Adobe Acrobat 8:Adobe® Acrobat® 8 Professional.
Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.
ABBYY FineReader:ABBYY FineReader for ScanSnap™.

Manufacturer

PFU LIMITED
International Sales Dept., Imaging Business Division, Products Group
Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki-shi Kanagawa 212-8563, Japan
Phone: (81-44) 540-4538
All Rights Reserved, Copyright© PFU LIMITED 2007.

■ Note, Liability

READ ALL OF THIS MANUAL CAREFULLY BEFORE USING THIS PRODUCT. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

While all efforts have been made to ensure the accuracy of all information in this manual, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

■ Preface

Safety Precautions

This manual describes important details for ensuring the safe and correct use of this product. Thoroughly read this manual before you start to use this product. In particular, be sure to read and fully understand the Safety Precautions described in this manual before you use this product.
Also, store this manual in a safe place so that it can be easily referred to during use of this product.

Warning Indications Used In This Manual

This manual uses the following indications to ensure safe and correct use of this product, and to prevent possible danger and injury to the operator and other persons.

This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.

This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to equipment.

Symbols Used In This Manual

This manual uses the following symbols in explanations in addition to warning indications.

This symbol alerts operators to particularly important information. Be sure to read this information.

This symbol alerts operators to helpful advice regarding operation.

This symbol shows operation with your computer.

This symbol shows operation with your scanner.

A TRIANGLE symbol indicates that special care and attention is required.
The drawing inside the triangle shows the specific caution.

A CIRCLE with a diagonal line inside shows action which users may not perform.
The drawing inside or under the circle shows the specific action that is not allowed.

Outline characters on a colored background show instructions users should follow.
It may also include the drawing that shows the specific instruction.

About the Warning Label

This product carries the following label warning.

The surrounding area where this warning label is affixed can become very hot. Please take serious caution as the heat can cause burns.

Do NOT remove from the scanner, stain or scratch the warning labels.

Screen Examples In This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.
If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the User's Manual of the scanner application you are using.
Furthermore, the screenshots in this manual are for ScanSnap Manager.

About Maintenance

The user must not perform repairs on this scanner.
Contact the store where you purchased the scanner or an authorized FUJITSU Image Scanner service provider to make repairs to this product.

■ Safety Precautions

⚠WARNING

The following describes important warnings described in this manual.

Do not touch the AC cable with wet hands.

Do not touch the power plug with wet hands. Doing so might cause electric shock.

Do not damage the AC cable.

A damaged AC cable may cause fire or electric shock.
Do not place heavy objects on AC cables, or pull, bend, twist, heat, damage or modify AC cables.
Also, do not use damaged AC cables or power plugs, and AC cables or power plugs when the wall socket is loose.

Use only specified AC cables and connector cables

Use only specified AC cables and connector cables. Failure to use the correct cables might cause electric shock and equipment failure.

Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.

Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock.
Also, do not connect to multiple-power strips.

Wipe any dust from the power plug.

Wipe off any dust from metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust might cause fire or electric shock.

Do not install in locations subject to oil smoke, steam, humidity, and dust.

Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.

Do not use the scanner if you smell strange odor.

If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and then disconnect its power plug.
Make sure that the smoking has stopped, and then contact the store where you purchased the scanner or an authorized FUJITSU scanner service provider.

Turn the scanner OFF if it is damaged.

If the scanner is damaged for any reason, turn off the scanner and unplug the power cable before contacting the store where you purchased the scanner.

Do not put liquids inside the scanner.

- Do not insert or drop metal objects in to the scanner.
- Do not scan wet documents or documents with paper clips or staples.
- Do not splash or allow the scanner to get wet.

If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet, then contact the store where you purchased the scanner or the Maintenance Service Center.
Pay particular attention to this warning in households where there are small children.

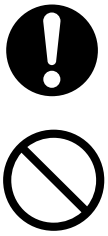
Do not touch the inside of the scanner unless necessary.

Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause fire or electric shock.

⚠ CAUTION

The following describes important cautions described in this manual.

Do not install the scanner on unstable surfaces.



Install the scanner on a desk so that none of its parts protrude outside of the desktop. Also, make sure that the scanner is installed on a flat, level surface.
Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling.
Install the scanner on a strong surface that will support the weight of the scanner and other devices.

Firmly insert the power plug.

Firmly insert the power plug into the power outlet as far as it can go.

Do not block the ventilation ports.

Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may results in fire or scanner failure.

Do not place heavy objects or climb on top of the scanner.

Do not place heavy objects on the scanner or use the scanner's top surface for performing other work. Improper installation might cause injuries.

Before moving the scanner, disconnect the power plug from the power outlet.

Do not move the scanner with the power and interface cables connected as this might damage the cables, causing fire, electric shock or injuries.
Before moving the scanner, be sure to disconnect the power plug from the power outlet, and disconnect data cables. Also, make sure that the floor is free of obstructions.

Protect the scanner from static electricity.

Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner from static electricity as this might cause the scanner to malfunction.

Do not use aerosol sprays near the scanner.

Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, which will result in scanner failure and malfunction.

Avoid any contact when scanner is in use.

Avoid touching any scanner mechanism when scanning as this may cause injuries.

Disconnect the power plug from the power outlet when the scanner is not used for a long period of time.

When the scanner is not used for a long period of time, be sure to disconnect the power plug from the power outlet for safety.

Do not install the scanner in the direct sunlight.

Do not install the scanner in the direct sunlight or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, causing fire or scanner trouble. Install the scanner in a well-ventilated location.

Do not use the scanner immediately after moving it from a cold place into a warm room.

Do not use the device immediately after moving it from a cold place into a warm room. This may cause condensation, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

Chapter 1

Before You Start Using Your Scanner

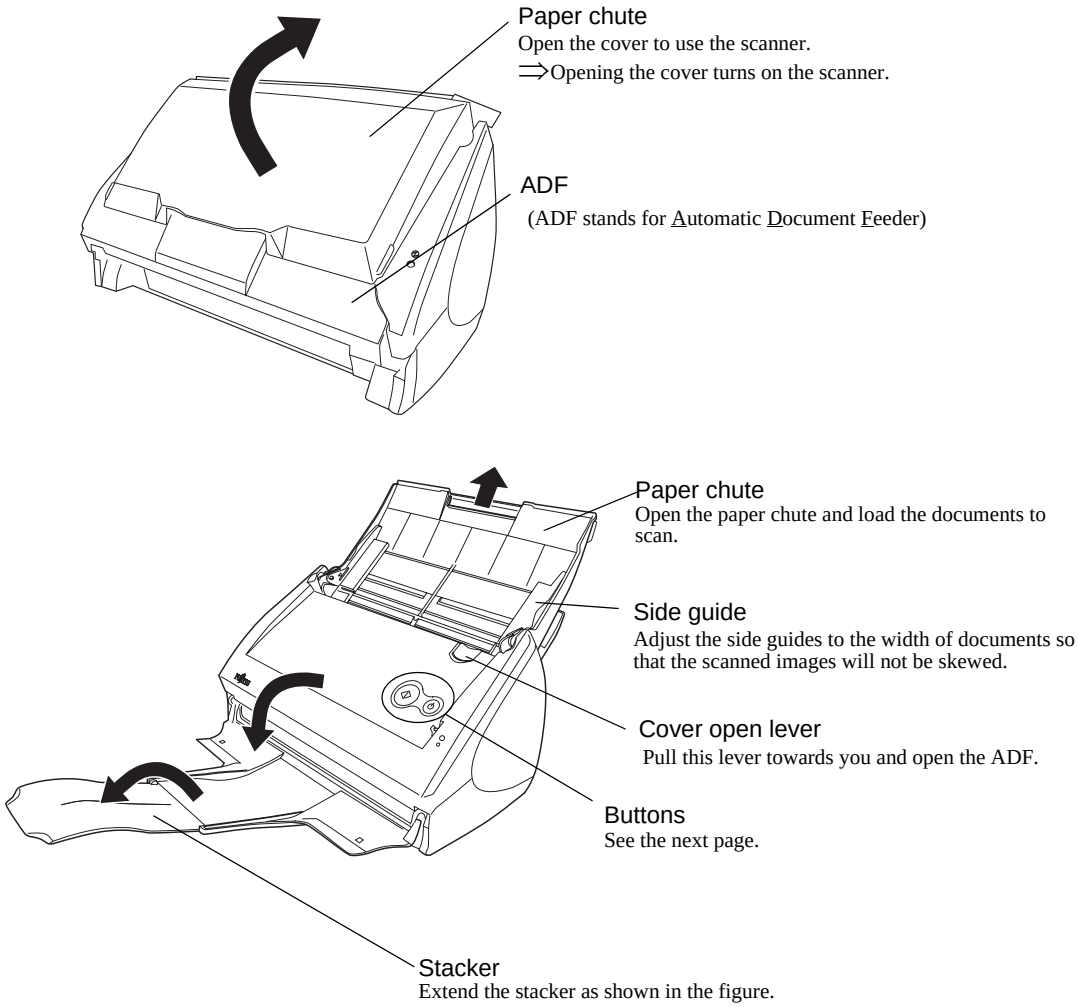
This chapter describes the necessary preparations for using ScanSnap.

1.1 Names and Functions of Parts 2

1.1 Names and Functions of Parts

This section describes the name and function of each part.

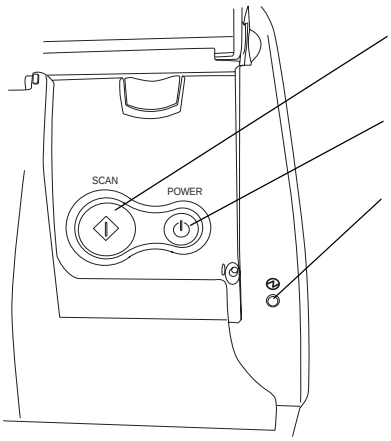
■ Front Side


Paper chute
Open the cover to use the scanner.
⇒Opening the cover turns on the scanner.
ADF
(ADF stands for Automatic Document Feeder)
Paper chute
Open the paper chute and load the documents to scan.
Side guide
Adjust the side guides to the width of documents so that the scanned images will not be skewed.
Cover open lever
Pull this lever towards you and open the ADF.
Buttons
See the next page.
Stacker
Extend the stacker as shown in the figure.

HINT

You can also use the scanner without the Stacker.

■ Operation Button



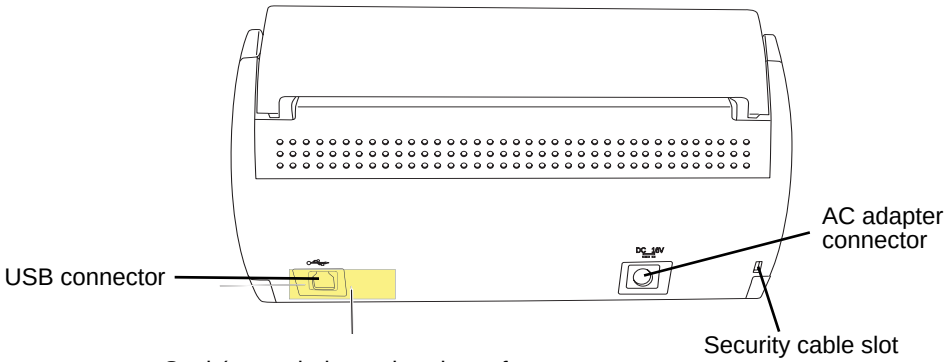
[SCAN] button
Press this button to start scanning.

[POWER] button
Hold down 1 sec. to turn on/off the power supply.

Power lamp
Indicates the scanner status.

Blue; Lighted:	Ready
Blue; Blinking:	Scanning
Orange; Lighted:	Error
Light off:	Power off

■ Rear Side



USB connector

AC adapter connector

Seal (to remind you that the software has to be installed before connecting to the personal computer)
After installing the software, remove this seal.

Security cable slot
Plug a commercially available security cable into this slot (anti-theft).

Chapter 2

Connecting ScanSnap

This chapter describes how to connect ScanSnap to your computer.
Install ScanSnap Manager on your computer before connecting the ScanSnap scanner.

More than one ScanSnap scanner cannot be connected to one computer.

For details about the specifications of the scanner such as the installation area, refer to the Appendix, "Installation Specifications" (page 161).

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2.2 Connecting ScanSnap to Your Computer 18

2.1 Installing ScanSnap

"Installation" is the operation to copy the supplied program file or ScanSnap Manager to the hard disk of your computer and create the environment for using ScanSnap on the computer.

■ Before Installing ScanSnap Manager

1. Before installing ScanSnap Manager, check the following system requirements.

■ Operating system

One of the following operating systems is required:

- Mac OS X v10.2.8, v10.3, or v10.4

	Mac OS X v10.1	Mac OS X v10.2*1	Mac OS X v10.3	Mac OS X v10.4
Adobe Acrobat 8	-	-	-	✓ *2
ABBYY FineReader for ScanSnap 3.0 Mac Edition	-	-	✓	✓
ScanSnap Manager	-	✓	✓	✓

(✓: Supported -: Not-supported)

*1 When the operating system you are using is Mac OS X v.10.2.8.

*2 There are some restrictions on the use of Adobe Acrobat 8.

■ Computer

- Power PC® G4 processor 800MHz or higher
  (recommended: Power PC® G5 processor 1.6 GHz or higher)
  Intel® Core™ Solo or Duo Processor (recommended: Intel® Core™ Duo Processor1.83GHz or higher)
- USB port (USB 2.0/1.1)

■ RAM

- 128MB or more (recommended: 512MB or more)

- We recommend applying the latest updates to the Mac OS for better reliability.
- ScanSnap may not function if it is connected to a USB port for the keyboard or the monitor.
- If you need to use a commercially available USB hub, use a powered one that comes with an AC adapter.
- If you want to connect the scanner via USB 2.0, the USB port and Hub must be USB 2.0-compliant. The scanning speed may slow down when the scanner is connected using USB 1.1. Use the USB 2.0 port, if your computer has one.
- If the CPU or the memory does not meet the requirements, the scanning speed will slow down.

■ **Free disk space**

- ScanSnap Manager 40 MB
- Adobe Acrobat 8 1060 MB
- ABBYY FineReader for ScanSnap 3.0 370 MB

2. Make sure that ScanSnap is not connected to your computer yet.

3. Start up your computer.
   Login as a user with Administrator rights.

4. Close all currently running programs.

■ Installing Adobe Acrobat

Install Adobe Acrobat from the "Adobe Acrobat 8 DVD-ROM" supplied with the scanner, following the procedures below.

ATTENTION

System requirements for "Adobe Acrobat 8 Professional":

- OS: Mac OS X v10.4.3.
- Screen Resolution: 1024 x 768 or higher

* For further details, please visit Adobe Web Site at:
http://www.adobe.com

HINT

Adobe Acrobat can also interact with ScanSnap so that scanned images are displayed with Adobe Acrobat.

* You do not have to install Adobe Acrobat if it is already installed on your computer.

⇒ Proceed to"Installing ScanSnap Manager" (page 12).

Prepare the Adobe Acrobat 8 DVD-ROM.

1. Insert the "Adobe Acrobat 8 DVD-ROM" into the DVD-ROM drive.

   ⇒ The "Adobe Acrobat" window appears.

HINT

- To open the DVD tray or to eject a DVD, press the ⏏ button on the keyboard. If the keyboard does not have the ⏏ button, press and hold down the [F12] key instead.
- If the "Acrobat..." window does not appear automatically, copy the [Adobe Acrobat...] folder into the [Applications] folder using Finder.

2. Select the [Adobe Acrobat 8 Professional] icon and drag it to the [Applications] icon.

⇒ [Adobe Acrobat 8 Professional] will be copied to the [Applications] folder.

3. After copying has finished, install the Adobe Acrobat by the following procedures.
   (a) Double-click the [Applications] icon to open it.
   (b) Double-click the [Adobe Acrobat 8 Professional] folder to open it.
   (c) Double-click the [Adobe Acrobat Professional] icon, and follow the instructions on the screen.

Double-click the [Read Me] icon on the "Acrobat 8 Professional" window to learn more about the Adobe Acrobat installation.
Refer to "**Adobe Acrobat Help**" for information about how to use Adobe Acrobat.

■ Installing ABBYY FineReader for ScanSnap

ABBYY FineReader for ScanSnap can be found in the "ABBYY FineReader CD" provided with the scanner. You can install it on your computer, following the procedure below:

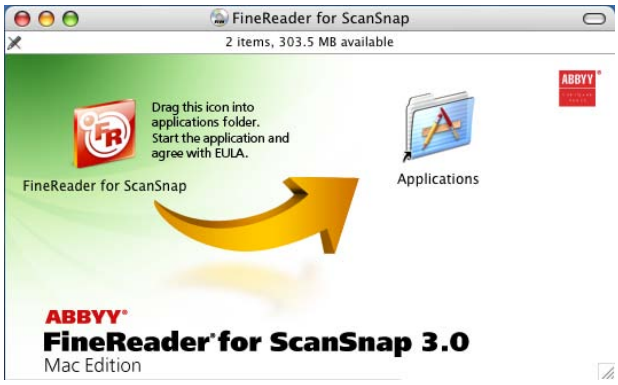
Prepare the ABBYY FineReader CD.

1. Insert the "ABBYY FineReader CD-ROM" into the CD-ROM drive.

   ⇒ The "FineReader for ScanSnap" window appears.

To open the CD tray or to eject a CD, press the ⏏ button on the keyboard.
If the keyboard does not have the ⏏ button, press and hold down the [F12] key instead.

2. Select the [FineReader for ScanSnap] icon, then drag and drop it to the [Applications] icon.

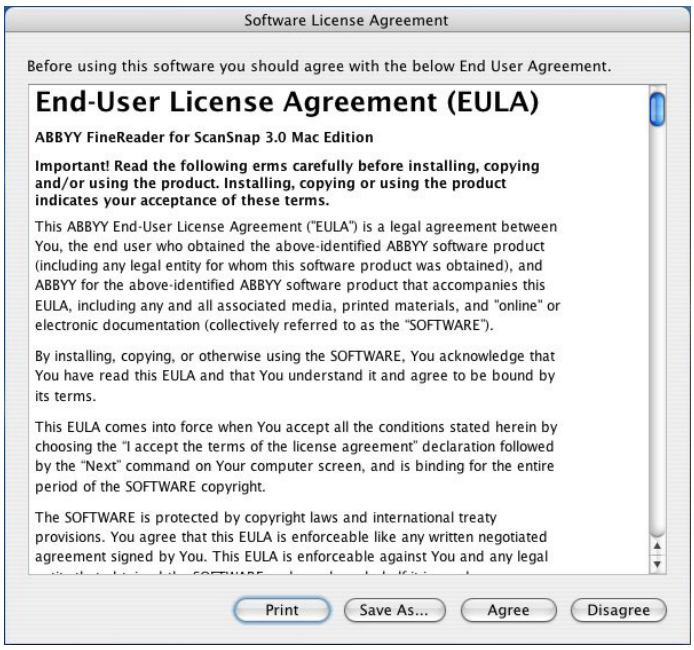

FineReader for ScanSnap
2 items, 303.5 MB available
Drag this icon into applications folder. Start the application and agree with EULA.
FineReader for ScanSnap
Applications
ABBYY
FineReader for ScanSnap 3.0
Mac Edition

⇒ Installation starts.

3. To interact with ScanSnap Manager, start ABBYY FineReader with the following procedures.
   (a) Double-click the [Applications] icon to open the folder.
   (b) Double-click the [FineReader for ScanSnap] icon.

   ⇒ ABBYY FineReader for ScanSnap starts up.

   ⇒ The "Software License Agreement" window appears.


Software License Agreement
Before using this software you should agree with the below End User Agreement.
End-User License Agreement (EULA)
ABBYY FineReader for ScanSnap 3.0 Mac Edition
Important! Read the following erms carefully before installing, copying and/or using the product. Installing, copying or using the product indicates your acceptance of these terms.
This ABBYY End-User License Agreement ("EULA") is a legal agreement between You, the end user who obtained the above-identified ABBYY software product (including any legal entity for whom this software product was obtained), and ABBYY for the above-identified ABBYY software product that accompanies this EULA, including any and all associated media, printed materials, and "online" or electronic documentation (collectively referred to as the "SOFTWARE").
By installing, copying, or otherwise using the SOFTWARE, You acknowledge that You have read this EULA and that You understand it and agree to be bound by its terms.
This EULA comes into force when You accept all the conditions stated herein by choosing the "I accept the terms of the license agreement" declaration followed by the "Next" command on Your computer screen, and is binding for the entire period of the SOFTWARE copyright.
The SOFTWARE is protected by copyright laws and international treaty provisions. You agree that this EULA is enforceable like any written negotiated agreement signed by You. This EULA is enforceable against You and any legal
Print
Save As...
Agree
Disagree

4. Click the [Agree] button.
   ⇒ The "Register ABBYY FineReader for ScanSnap" window appears.

Register ABBYY FineReader for ScanSnap
Dear User!
This is the first time you are using FineReader for ScanSnap. Please find a minute to register your copy of the product with ABBYY.
After registration you will be able to apply for technical support as well as receive information about product updates.
If you chose not to register now, you may do so any time later by choosing "Register" from Help menu.
Register Now
Later

Refer to the instructions in the window for the registration procedures.

HINT

- For how to use ABBYY FineReader for ScanSnap, refer to ABBYY FineReader for ScanSnap Help topics.
- If ScanSnap Manager has already been installed before you install ABBYY FineReader for ScanSnap, you will need to restart ScanSnap Manager so that ABBYY FineReader for ScanSnap can interact with ScanSnap Manager.

■ Installing ScanSnap Manager

Follow the procedure below to install ScanSnap Manager.

Operation

1. Insert the "ScanSnap Setup CD-ROM" into the CD-ROM drive.

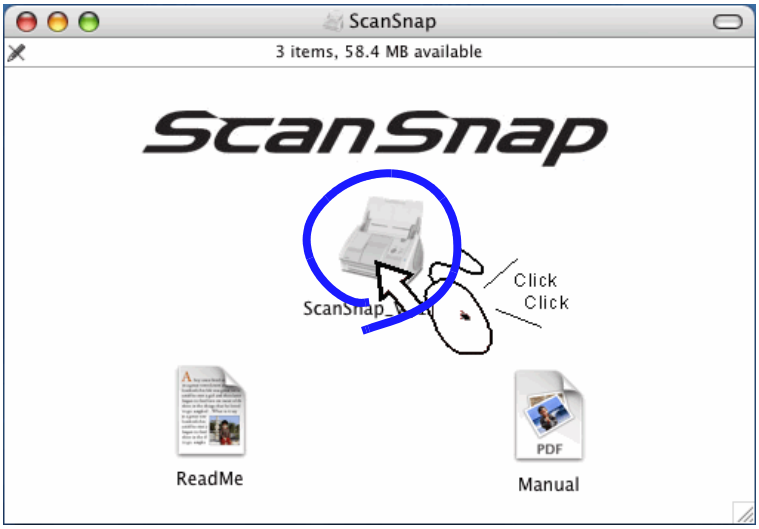
   ⇒ The "ScanSnap" window appears.

HINT

To open the CD tray or to eject a CD, press the ⏏ button on the keyboard.

If the keyboard does not have the ⏏ button, press and hold down the [F12] key instead.

2. Double-click the ScanSnap Manager icon .



1) With Mac OS X v10.2

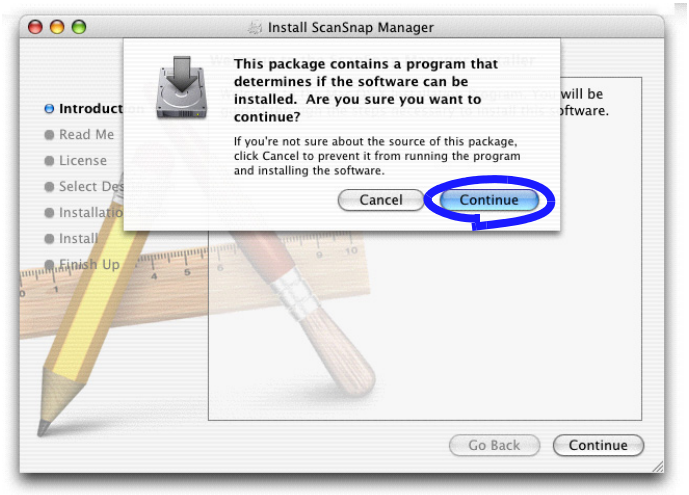
⇒ The "Welcome to ScanSnap Manager Installer" window appears.

ATTENTION

With Mac OS X v10.2, a window may appear requiring you to authenticate the action. In this case, enter the current user password.

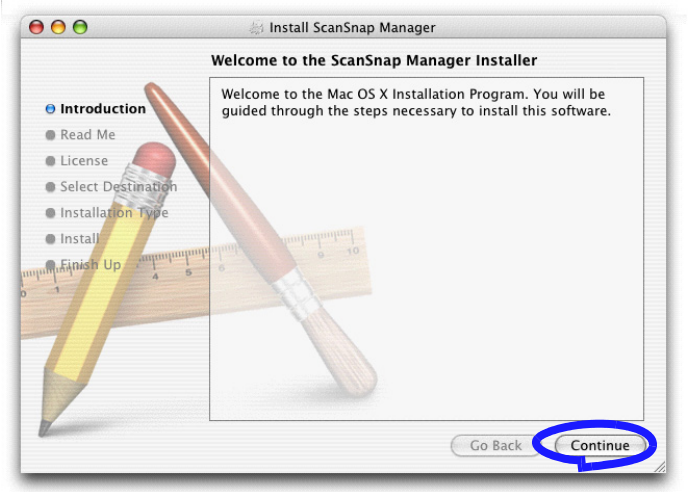
2) With Mac OS X v10.3 or v10.4

⇒ The "This Installer package needs to run a program to determine if it can be installed. Do you want to continue?" dialog appears.

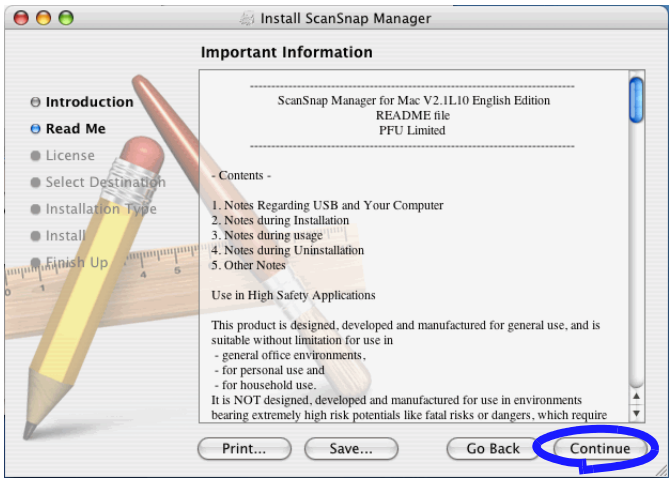

Install ScanSnap Manager
This package contains a program that determines if the software can be installed. Are you sure you want to continue?
If you're not sure about the source of this package, click Cancel to prevent it from running the program and installing the software.
Cancel
Continue
Introduct
Read Me
License
Select Des
Installatio
Install
Finish Up
Go Back
Continue

⇒ Click the [Continue] button.

3. In the "Welcome to the ScanSnap Manager Installer" window, click the [Continue] button.



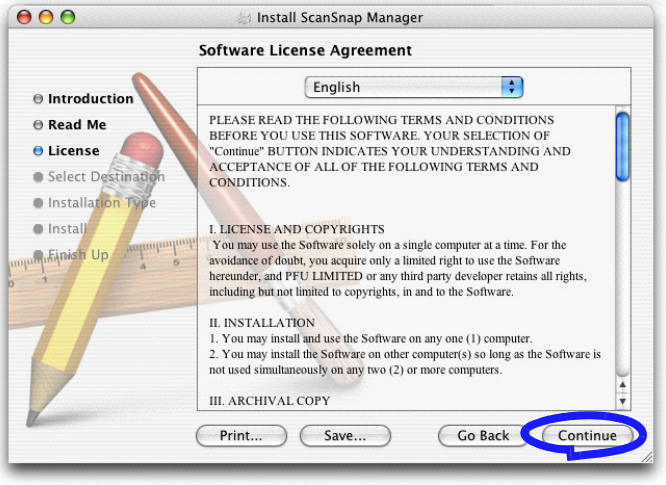
⇒ The "Important Information" window appears.


Install ScanSnap Manager
Important Information
Introduction
Read Me
License
Select Destination
Installation Type
Install
Finish Up
ScanSnap Manager for Mac V2.1L10 English Edition
README file
PFU Limited
- Contents -
1. Notes Regarding USB and Your Computer
2. Notes during Installation
3. Notes during usage
4. Notes during Uninstallation
5. Other Notes
Use in High Safety Applications
This product is designed, developed and manufactured for general use, and is suitable without limitation for use in
- general office environments,
- for personal use and
- for household use.
It is NOT designed, developed and manufactured for use in environments bearing extremely high risk potentials like fatal risks or dangers, which require
Print...
Save...
Go Back
Continue

When you have finished reading, click the [Continue] button.

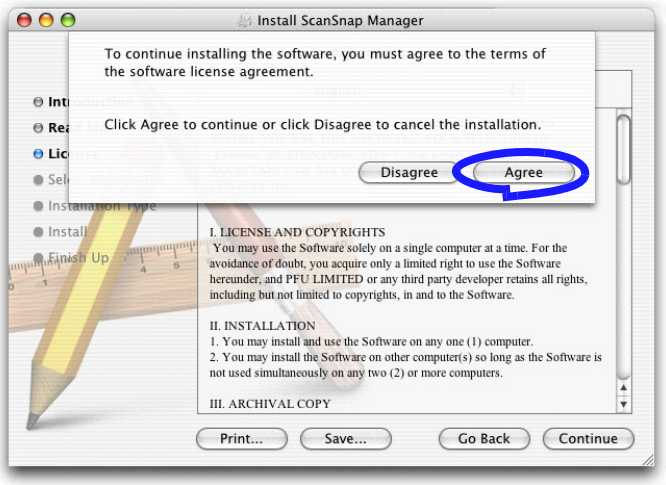
⇒ The "Software License Agreement" window appears.

4. Check the contents of the "Software License Agreement," and click the [Continue] button.


Install ScanSnap Manager
Software License Agreement
Introduction
Read Me
License
Select Destination
Installation Type
Install
Finish Up
English
PLEASE READ THE FOLLOWING TERMS AND CONDITIONS BEFORE YOU USE THIS SOFTWARE. YOUR SELECTION OF "Continue" BUTTON INDICATES YOUR UNDERSTANDING AND ACCEPTANCE OF ALL OF THE FOLLOWING TERMS AND CONDITIONS.
I. LICENSE AND COPYRIGHTS
You may use the Software solely on a single computer at a time. For the avoidance of doubt, you acquire only a limited right to use the Software hereunder, and PFU LIMITED or any third party developer retains all rights, including but not limited to copyrights, in and to the Software.
II. INSTALLATION
1. You may install and use the Software on any one (1) computer.
2. You may install the Software on other computer(s) so long as the Software is not used simultaneously on any two (2) or more computers.
III. ARCHIVAL COPY
Print...
Save...
Go Back
Continue

When you have finished reading, click the [Continue] button.

⇒ The agreement confirmation window appears.

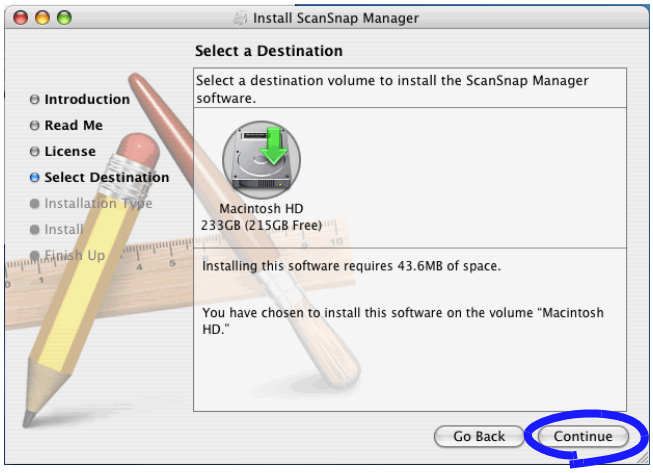

Install ScanSnap Manager
To continue installing the software, you must agree to the terms of the software license agreement.
Click Agree to continue or click Disagree to cancel the installation.
Disagree
Agree
I. LICENSE AND COPYRIGHTS
You may use the Software solely on a single computer at a time. For the avoidance of doubt, you acquire only a limited right to use the Software hereunder, and PFU LIMITED or any third party developer retains all rights, including but not limited to copyrights, in and to the Software.
II. INSTALLATION
1. You may install and use the Software on any one (1) computer.
2. You may install the Software on other computer(s) so long as the Software is not used simultaneously on any two (2) or more computers.
III. ARCHIVAL COPY
Print...
Save...
Go Back
Continue

To accept the agreement, click the [Agree] button. If you click the [Disagree] button, the installation would be aborted, and the "Software License Agreement" window returns.

⇒ If you click the [Agree] button, the "Select a Destination" window appears.

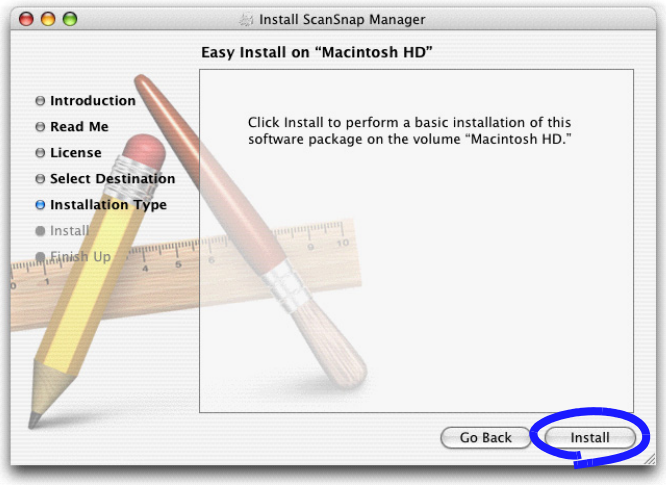
5. In the "Select a Destination" window, specify the installation directory, and click the [Continue] button.

Select the volume to install the software, and click the [Continue] button.



⇒ The 'Easy Install on "<selected destination name>" ' window appears.

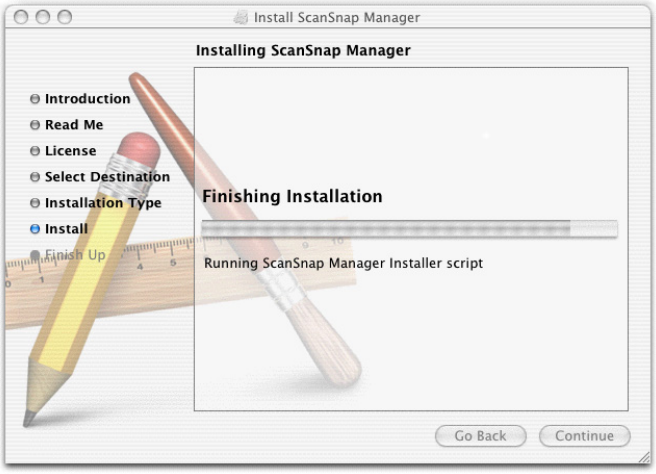
6. In the 'Easy Install on "<selected destination name>" 'window, click the [Install] button.



HINT

ScanSnap Manager and its documentation will be installed.

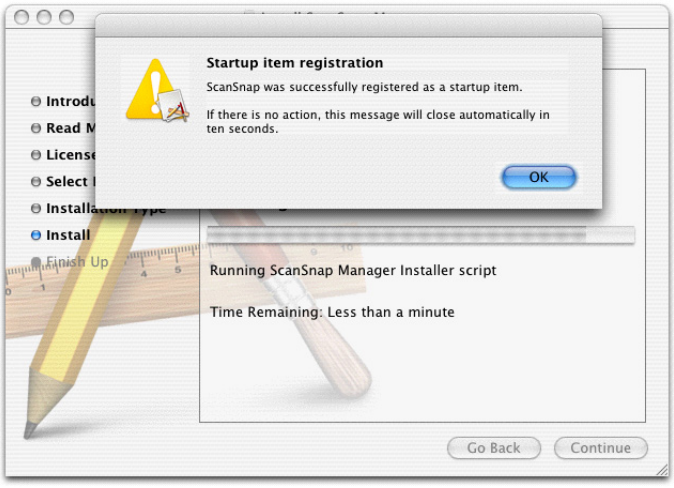
⇒ The "Installing ScanSnap Manager" window appears.



ATTENTION

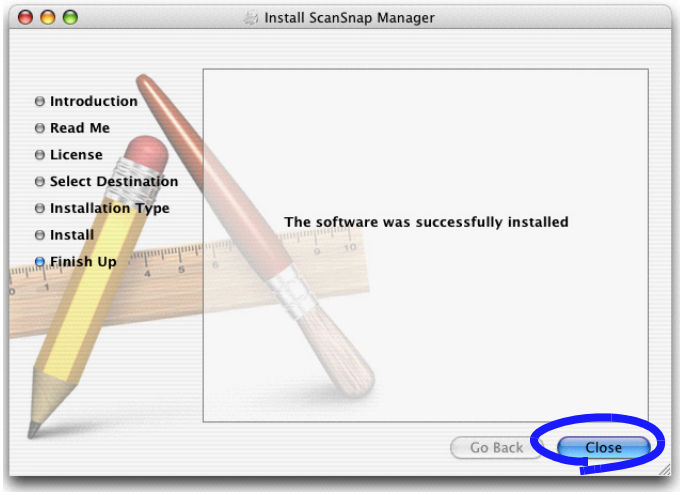
With Mac OS X v10.3 and v10.4, a window may appear requiring you to authenticate the action. In this case, enter the current user password.

⇒ The "Startup item registration" window appears before the installation is complete.


Startup item registration
ScanSnap was successfully registered as a startup item.
If there is no action, this message will close automatically in ten seconds.
OK
Install
Running ScanSnap Manager Installer script
Time Remaining: Less than a minute
Go Back
Continue

⇒ Clicking the [OK] button in the "Startup item registration" window closes the window. Even if you do nothing, the window closes automatically in 10 seconds.

7. In the "The software was successfully installed" window, click the [Close] button.



⇒ ScanSnap Manager starts and the ScanSnap Manager icon appears in the Dock menu.

ATTENTION

- When a user other than the one who has installed the software wants to use ScanSnap, the user must add ScanSnap Manager to the Login Items (Startup Items) manually.

1. Log in as the user that you want to configure.
2. If your operating system is Mac OS X v10.2, in the "System Preferences" window, select "Login Items" - "Add" to add "ScanSnap Manager."
   If your operating system is Mac OS X v10.3 or v10.4, in the "System Preferences" window, select "Accounts" - "My Account" - "Login Items (for Mac OS X v10.4)" or "Startup Items (for Mac OS X v10.3)," and then select "+" to add "ScanSnap Manager."

2.2 Connecting ScanSnap to Your Computer

Follow the procedure below to connect ScanSnap to your computer.

1. Connect ScanSnap to a power outlet with the AC cable.
2. Connect ScanSnap to your computer with the USB cable.

ATTENTION

- Be sure to connect the AC cable before connecting the USB cable.
- Be sure to install ScanSnap Manager before connecting ScanSnap to your computer. [For details about the installation, refer to "Installing ScanSnap" (page 6)].

The following describes each of the above-mentioned two procedures.

■ Connecting the AC Adapter

Connect the power cable as shown below.

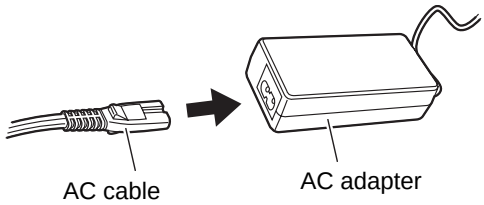
CAUTION

Do not use AC adapters other than the following.

Manufacturer	AC-adapter model number
LEI	NU40-2160250-I3
SANKEN ELECTRIC CO,. LTD	SEB55N2-16.0x (x= A-Z or Blank)

Operation

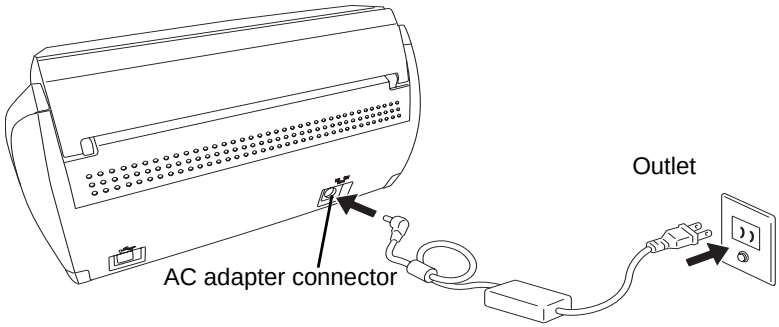
1. Connect the AC cable to the AC adapter (collectively called the power cable)



ATTENTION

Use only the supplied AC cable and AC adapter (power cable).

2. Plug the AC adapter to the AC adapter connector on the back of ScanSnap and the other end to a power outlet as shown in the figure.



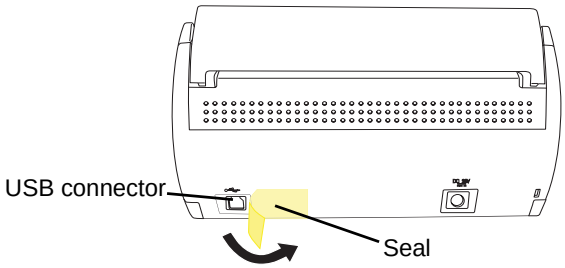
■ Connecting the USB Cable

Connect the USB cable as shown below.

ATTENTION

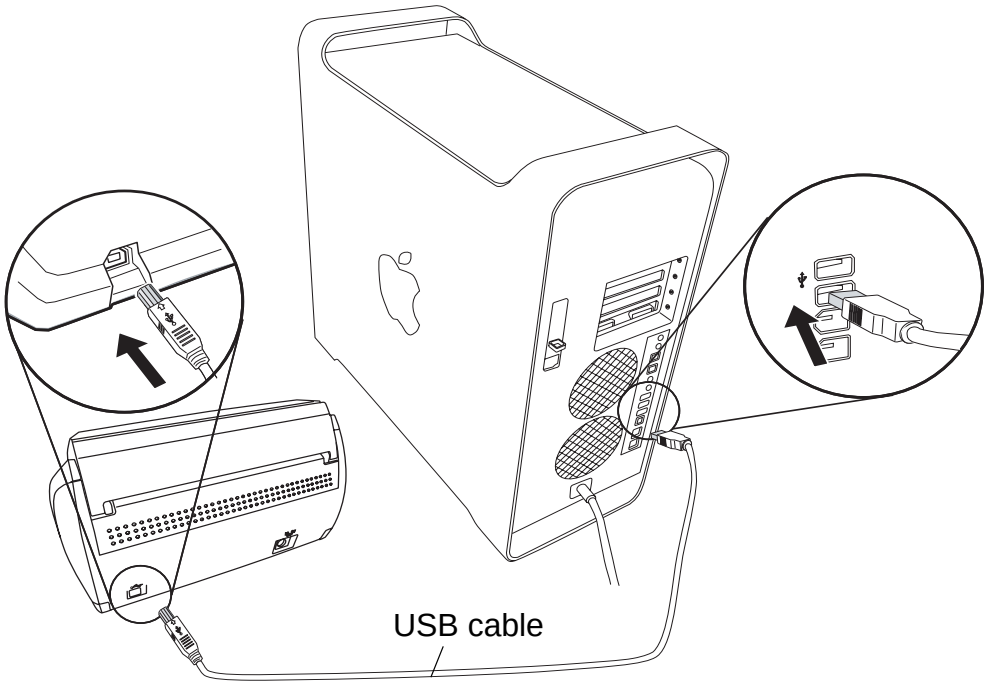
- Use only the USB cable supplied with the scanner. Operation with a commercially available USB cable is not guaranteed to work.
- When connecting to a USB hub, be sure to use a powered hub and connect the scanner to the first connected hub (root hub). If you do not connect the ScanSnap scanner to the root hub, the scanner may not function.
- If you connect the scanner with the USB 2.0 port, make sure that both the USB port and Hub are compliant with USB 2.0. The scanning speed may slow down when you connect the scanner with the USB 1.1 port or a hub with a USB 1.1 device attached. If your computer has a USB 2.0 port, use the USB 2.0 port.

1. Remove the seal on the rear side of the ScanSnap scanner.

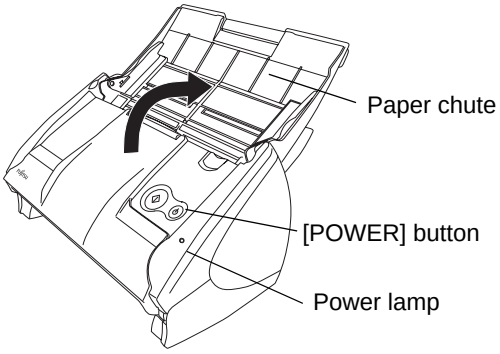


2. Insert the USB cable into the USB connector of ScanSnap and plug the other end of the cable into the USB port of your computer.

   Insert the USB cable firmly as far as it can go into the connector.



3. Open the paper chute of ScanSnap.



⇒ ScanSnap is automatically turned on and detected by your computer.

ATTENTION

If the scanner is not automatically turned on (Blue Power lamp is ON), push the [POWER] button on the scanner.

ATTENTION

It may take some time for the ScanSnap Manager icon in the Dock menu to become .

If you have waited for some time, and it still remains as , turn off the power using the scanner [POWER] button and turn on the power again.

When you turn off/on the scanner, press the [POWER] button for longer than one second.
*To prevent an accidental shut down, the [POWER] button does not work unless it is pressed for longer than one second.

The scanner can be turned on/off by performing the following actions:

- Opening/closing the paper chute cover on the scanner,
- Turning on/off the computer,
- Pressing the [POWER] button on the scanner (when the paper chute cover is opened).

Opening/closing the paper chute cover takes precedence. For example, the scanner will not be turned on even when you have switched on your computer if the paper chute cover is closed.

Generally, you can turn on/off the scanner by just opening/closing the paper chute cover when the scanner is connected to your computer.

Chapter 3

Basic Scanner Operations

This chapter describes the basic operations of ScanSnap.

3

3.1 Flow of Operations 24

3.2 Scanning Different Document Types 33

3.3 Loading Documents 36

3.4 Changing Scan Settings 39

3.5 Various Settings according to Your Needs 62

3.6 Saving Data in the Specified Folder 92

3.7 Sending Files by E-mail 101

3.8 Using the ScanSnap as a Copy Machine 109

3.9 Sending Data to iPhoto 114

3.10 Converting Scanned Images into Searchable PDF Files 117

3.1 Flow of Operations

This section describes the flow of operations from scanning documents with ScanSnap to saving scanned images to PDF files.

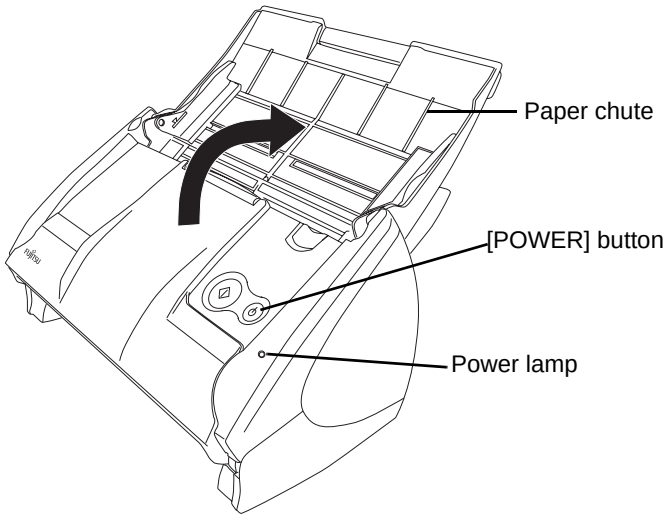
■ Preparation

1. Make sure that the AC cable is firmly connected to the scanner.
2. Make sure that the scanner is correctly connected to your computer.

Connecting the scanner to the computer that is already turned on presents no problem. If the scanner is already connected to your computer, you do not have to reconnect it.

3. Turn on your computer.
   ⇒ The ScanSnap Manager icon appears in the Dock menu when Mac OS starts running.

4. Open the paper chute.



⇒ The scanner is turned on and the status of the ScanSnap Manager icon will change from to .

If the scanner is not automatically turned on (Power lamp illuminates blue) even when the paper chute is opened, press the [POWER] button on the scanner.

■ Scanning documents

1. Make sure that the ScanSnap Manager icon is displayed in the Dock menu.

If the ScanSnap Manager icon is not displayed, from Finder, select the destination in which "ScanSnap" is installed (generally, you select "Applications," and then "ScanSnap"), and select "ScanSnap Manager" to start up "ScanSnap Manager."
The icon has been added to the Startup Item on the Mac operating system during installation, and therefore it appears in the Dock menu when the Mac OS starts.
If "ScanSnap Manager" has not been added to the Startup Item in the "System Preferences" window, follow the procedure below to add it.

1. If the operating system you are using is Mac OS X v10.2, in the "System Preferences" window, select "Login Options" - "Add," and then add "ScanSnap Manager" again.
2. If the operating system you are using is Mac OS X v10.3 or v10.4, in the "System Preferences" window, select "Accounts" - "My Account" - "Login Items (for Mac OS X v10.4)" or "Startup Items (for Mac OS X v10.3)," and then select "+" to add "ScanSnap Manager."

2. Confirm if the [Use Quick Menu] is checked or not.

   Click and hold down the mouse button on the ScanSnap Manager icon in the Dock menu, and find if [Use Quick Menu] is checked or not.

- If [Use Quick Menu] is checked, you can select the application after scanning the documents. This may be convenient if you want to specify the application after scanning.
- If [Use Quick Menu] is not checked, you can process the scanned document with the application specified in "Scan and Save Settings" window. So, you need to be aware what application has specified in "Scan and Save Settings" window in advance.

3. Load the document onto the scanner.

   Refer to "3.2 Scanning Different Document Types" (page 33) and "3.3 Loading Documents" (page 36).

4. Press SCAN ([SCAN] button).

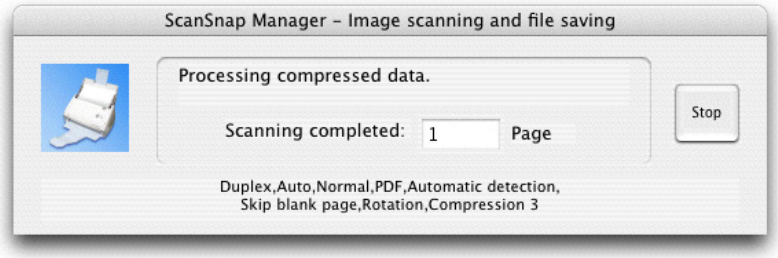
   ⇒ This starts the scanning.

- By default, documents are scanned in "Duplex Scan" mode when you press the [SCAN] button. With "ScanSnap Manager," you can change the mode to "Simplex Scan" mode.
  Refer to "3.4 Changing Scan Settings" (page 39)" for more details.
- You can also start the scanning by using the ScanSnap Manager icon in the Dock menu to select "Simplex scan" or "Duplex scan".
  Refer to "3.4 Changing Scan Settings" (page 39)" for more details.

- Do not connect or disconnect other USB devices to or from the computer during scanning.
- Do not close the paper chute or press the [POWER] button on the scanner during scanning.

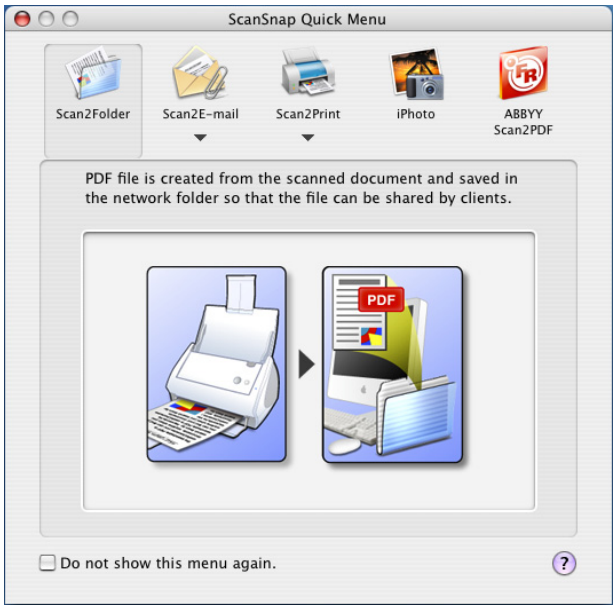
⇒ The Power lamp on the scanner blinks blue during scanning.

The following window appears to indicate the scanning status.



5. After the scanning a window may appear to set the application operation.

⇒ When [Use Quick Menu] is checked in Step 2, following "ScanSnap Quick Menu" appears.


ScanSnap Quick Menu
Scan2Folder
Scan2E-mail
Scan2Print
iPhoto
ABBYY Scan2PDF
PDF file is created from the scanned document and saved in the network folder so that the file can be shared by clients.
PDF
Do not show this menu again.

Select an application, and follow the procedure described in the section,
"Scan2Folder": Refer to "3.6 Saving Data in the Specified Folder" (page 92).
"Scan2E-mail": Refer to "3.7 Sending Files by E-mail" (page 101).
"Scan2Print": Refer to "3.8 Using the ScanSnap as a Copy Machine" (page 109).
"iPhoto": Refer to "3.9 Sending Data to iPhoto" (page 114).
"ABBYY Scan2PDF": Refer to "3.10 Converting Scanned Images into Searchable PDF Files" (page 117). (This button is displayed when ABBYY FineReader for ScanSnap is installed.)

⇒ When [Use Quick Menu] is not checked in Step 2, the selected application (Adobe Acrobat, etc) is started up and the scanned image is displayed.

Acrobat File Edit View Document Comments Forms Tools Advanced Window Help
Thu 5:58 PM
2007_05_31_15_29_49.pdf
ScanSnap
Color Image Scanner
ScanSnap Manager
Card Minder
ScanSnap Organizer

For details about information such as the scanning settings, file name and destination folder to save data, refer to "3.4 Changing Scan Settings" (page 39).

- Default settings for scanning are as follows:
  Scanning side: "Duplex Scan"
  Image quality: "Normal (Fastest)"
  Color mode: "Auto Color Detection"
- Before scanning documents that contain printed or handwritten text, mark the "Setting for text only document" checkbox in the "Read mode option" window; to open the "Read mode option" window, click the [Option] button on the [Scanning] tab of the "Scan and Save Settings" window. For details, refer to "3.4 Changing Scan Settings" (page 39).
- The application that automatically starts up after scanning is performed varies depending on the setting configured on the [Application] tab in the "Scan and Save Settings" window. For details, refer to "3.4 Changing Scan Settings" (page 39).
- Scanned documents can also be saved in JPEG format. To save in JPEG format, change scanning settings before scanning the document. For details about how to change the scanning settings, refer to "3.4 Changing Scan Settings" (page 39). The following settings can be changed:
  - Application interacting with ScanSnap
  - Image saving folder
  - File name format
  - File format (*.pdf/*.jpg)
  - Paper size
  - Scan mode (You can select: Fastest or Excellent, Setting for text only document, Allow automatic blank page removal, and/or Correct skewed character strings automatically...)
  - File size for scanned image (the compression rate)
- The scanned images may be scaled up or down slightly.

■ Turning the Scanner ON/OFF

ScanSnap can be turned on/off by:

- Turning on/off the computer,
- Opening/closing the paper chute of the scanner.

You do not have to turn on/off the scanner when it is connected to your computer.

Turning off your computer or closing the paper chute.

The Power lamp on the scanner goes off and the scanner is turned off.

Turning on your computer or opening the paper chute.

The Power lamp on the scanner illuminates and the scanner is turned on.

To turn off the scanner when the paper chute is open and the computer is turned on, press the [POWER] button on the scanner.

To turn off/on the scanner, press the [POWER] button for longer than one second.

*To prevent accidental misoperation, the scanner is not turned on/off unless the [POWER] button is pressed for longer than one second.

- Depending on the computer you are using, ScanSnap may be initialized several times during computer start-up.
- Depending on the computer you are using, it will be two to three minutes before the Power lamp on the scanner goes out after you turn off the computer.

* ScanSnap may operate as described above. Even so, ScanSnap is not malfunctioning. Such operations result from the computer specifications.

■ End of Operation

Exiting "ScanSnap Manager"

Click and hold the mouse button on the ScanSnap Manager icon in the Dock menu, and select "Quit" from the menu.

To operate ScanSnap, "ScanSnap Manager" must be active (stay resident). When you want to resurrect "ScanSnap Manager," select the destination where ScanSnap is installed (generally, "Applications" - "ScanSnap") from Finder, and then select "ScanSnap Manager."
(*You do not have to quit "ScanSnap Manager" under normal conditions.)

Disconnecting the scanner

1. Close the paper chute to turn off the scanner.

   ⇒ The ScanSnap Manager icon changes to . The Power lamp goes out.

2. Unplug the USB cable from your computer.

3. Unplug the AC cable from the power outlet.

The scanner is turned on/off in conjunction with the computer or by opening/closing the paper chute. Therefore, you do not have to press the [POWER] button to turn on/off the scanner while it is connected to your computer.

3.2 Scanning Different Document Types

The table below shows the types of documents that you can scan with ScanSnap.

Without Using the Carrier Sheet		
Type	Standard office paper Post cards, Business cards	
Weight	52 g/m^2 to 127 g/m^2 (14 lb to 34 lb)	
Size	Letter Legal A4 A5 A6 B5 (JIS) B6 (JIS) Post card Business card Custom	(8.5 x 11 [in.] (216 x 279.4 [mm])) (8.5 x 14 [in.] (216 x 355.6 [mm])) (210 x 297 [mm]) (148 x 210 [mm]) (105 x 148 [mm]) (182 x 257 [mm]) (128 x 182 [mm]) (100 x 148 [mm]) (90 x 55 [mm], 55 x 90 [mm]) Width: 50.8 to 216 [mm] (2 to 8.5 [in.]) Length: 50.8 to 360 [mm] (2 to 14.17 [in.])

With the Carrier Sheet		
Type	Standard office paper, Post card, Business card, Photograph, Clipping	
Weight	Up to 127 g/m^2 (Up to 34 lb) Up to 63.5 g/m^2 (Up to 17 lb) *when scanning half fold paper	
Size	A3 A4 A5 A6 B4 (JIS) B5 (JIS) B6 (JIS) Post card Business card portrait Business card landscape Letter 11 x 17 Custom	(297 x 420 [mm]) (210 x 297 [mm]) (148 x 210 [mm]) (105 x 148 [mm]) (257 x 364 [mm]) (182 x 257 [mm]) (128 x 182 [mm]) (100 x 148 [mm]) (55 x 90 [mm]) (90 x 55 [mm]) (8.5 x 11 [in.] (216 x 279.4 [mm])) (11 x 17 [in.] (279.4 x 431.8 [mm])) Width: 50.8 to 216 [mm] (2 to 8.5 [in.]) Length: 50.8 to 297 [mm] (2 to 11.69 [in.]) *For B4, A3 and 11 x 17, fold in two when scanning

- Documents hand-written with a pencil may be smeared during a scan.
  It is recommended that the Carrier Sheet be used.
  If such documents are scanned without using the Carrier Sheet, the rollers of the ScanSnap get dirty and multi-feeding may be caused. In the case where you scan such documents without using Carrier Sheet, clean the rollers as often as possible. For details, refer to "6.2 Cleaning the Scanner Exterior & Stacker" (page 141).
- Carbonless paper contains chemical substances that may damage the Pad ASSY and/or rollers such as the pick roller. When scanning carbonless paper, keep in mind the following:
  - Clean the Pad ASSY and rollers as frequently as possible.
  - The service life of the ScanSnap may be shorter than when you use woodfree paper.
- The pad and/or rollers of the ScanSnap could be damaged if photographs or sheets of paper affixed to the document come into contact with the pad and/or rollers during scanning.

Do not scan the following types of documents:

- Documents with paper clips and/or staplers (Remove clips and staplers to scan these documents.)
- Documents before ink dries (Scan documents after the ink dries)
- Documents larger than Legal (width: 8.5 in. length: 14 in.)
- Documents folded in half larger than 216 x 297 mm (W x L) (8.5 x 11.7 in.)
- Materials other than paper such as the fabric, metal foil, transparency, or plastic card.

If you scan the following types of documents without using the Carrier Sheet, the documents may be damaged or scanned incorrectly.
It is recommended that the documents be inserted inside the Carrier Sheet when you scan the documents described below with the ScanSnap.

- Documents smaller than 2 (width) x 2 (length) in.
- Documents thinner than 52 g/m^2 (14 lb) and thicker than 127 g/m^2 (34 lb)
- Documents of nonuniform thickness (e.g. envelopes and paper sheets with other paper sheets affixed)
- Wrinkled or curled documents
- Folded or torn documents
- Tracing paper
- Coated paper
- Photographs (printing paper)
- Perforated or punched documents
- Documents of not-square shaped paper
- Documents including different widths (Only for fi-5110EOXM)
- Carbonless paper
- Thermal paper
- Carbon paper
- Documents with photographs or sticky notes affixed

In addition, keep in mind the following points when you use the Carrier Sheet.

- Use the Carrier Sheet only for the ScanSnap.
- Avoid writing letters on, coloring, staining, or cutting the portion striped in black and white on the Carrier Sheet. Otherwise, the ScanSnap cannot scan the document with the Carrier Sheet correctly.
- Load the Carrier Sheet one by one on the ScanSnap.
- Do not place the Carrier Sheet upside-down on the ScanSnap. Otherwise, a paper jam may happen, or the Carrier Sheet may be damaged.
- Do not leave a document on the Carrier Sheet for an extended period of time. The ink on the document may be transferred onto the Carrier Sheet.
- Do not leave the Carrier Sheet in locations that are exposed to elevated temperatures; for example, locations exposed to direct sunlight or near a heating apparatus, for an extended period of time. Do not use the Carrier Sheet under high-temperature conditions. If used under such a condition, it may be deformed.
- Do not bend or pull the Carrier Sheet by force.
- Do not use a damaged Carrier Sheet. Otherwise, the ScanSnap may be damaged or may malfunction.
- To avoid the deformation of the Carrier Sheet, do not put anything heavy on it and keep it on a level surface when not in use.
- Be careful not to cut your fingers touching the edge of the Carrier Sheet.
- Do not insert more than one small-size material such as the picture and post card in the Carrier Sheet per scan. Otherwise, a paper jam may occur. It is recommended small-size materials be scanned one-by-one.
- If a paper jam occurs frequently, feed about 50 sheets of PPC paper or recycled paper, and then scan the document by using Carrier Sheet.
  * You can use either unused or used PPC/recycled paper.

3.3 Loading Documents

This section describes how to load documents onto the scanner.

■ How to load documents

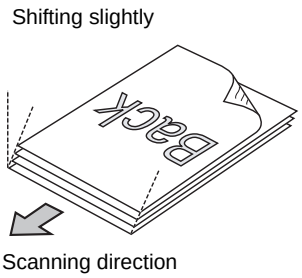
1. Align the edges of the document.

How to align the edges of the document is as follows:

1) Align both edges of the document, and you can scan the document correctly.
2) Check the number of sheets in the stack.
   As a guide, load up to the following number of sheets onto the feeder:
   - With A4 or smaller size paper, the thickness of the document stack must be 0.2 in. (5 mm) or less (about 50 sheets of 20 lb or 80 g/m^2 paper)

HINT

Scanning accuracy increases further if the document is loaded onto the feeder making a little tilt on the leading edge of the document as shown in the right figure.

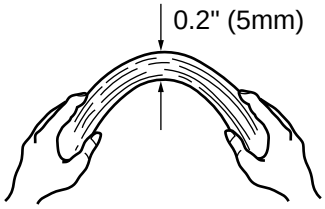


ATTENTION

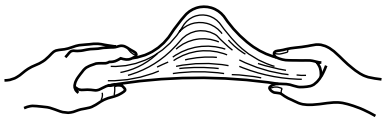
Do not scan more than 50 sheets at one time. If the batch is thicker than this limit, the creation of a file may fail.

Before loading a batch of sheets onto the scanner, do the following so that each sheet of paper can be fed smoothly:

1) Separate the document into batches, each of which has a thickness of 5 mm or less.
2) Hold the both ends of a batch, and bend it as shown in the figure below.



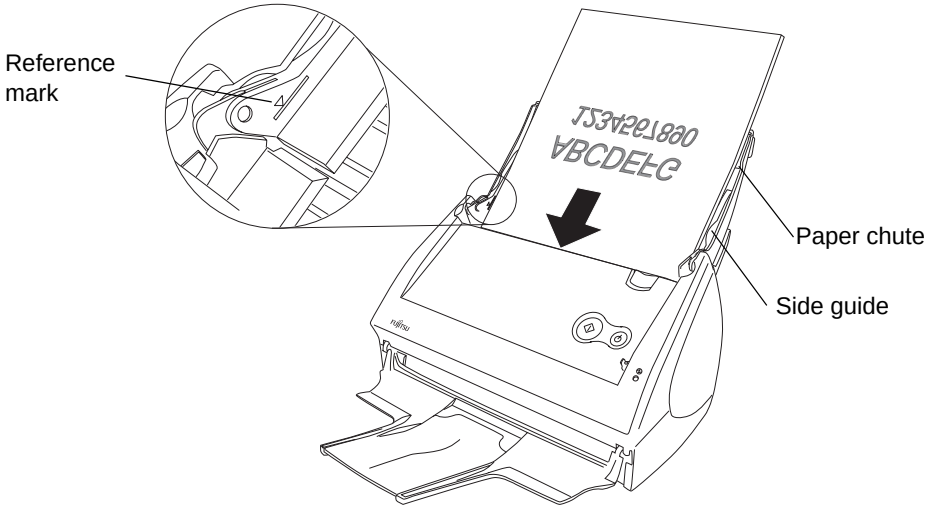
3) Hold the batch firmly with both hands so that the both edges remain beveled, and then unbend the batch as shown in the figure below.



4) Repeat steps 1) to 3) a few times.
5) Turn the batch 90 degrees to hold the other two sides of it, and then perform steps 1 to 4 again.

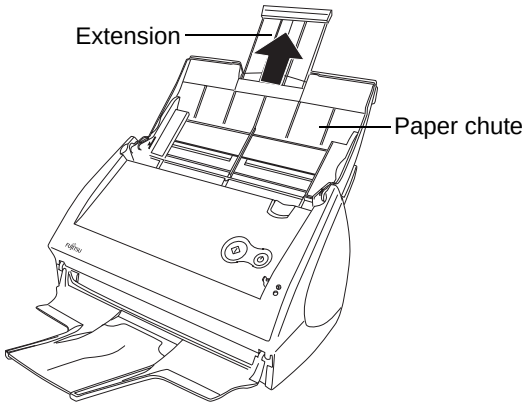
2. Load the document onto the paper chute.

Load the batch so that the front side of the document (the first page when the number of sheets is more than one) faces down (to the paper chute).
Reduce the number of sheets and load them so that a batch of the document is under the reference marks on the side guides.



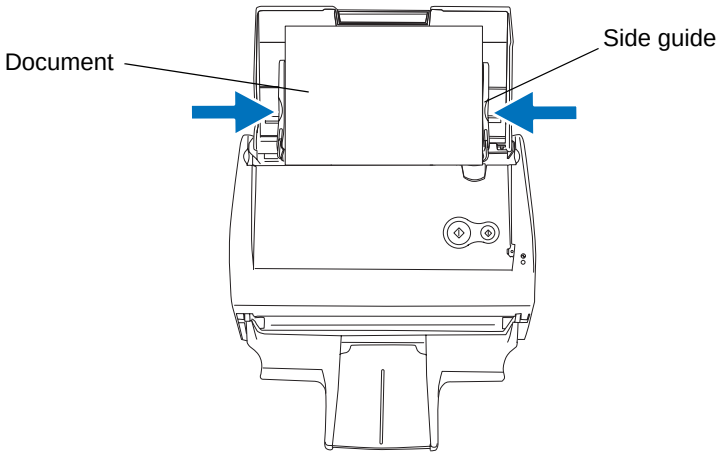
HINT

When loading longer documents, pull out the paper chute extension.



3. Adjust the side guides to the document width.

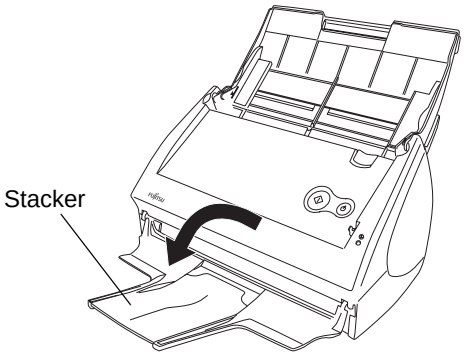
   Move the side guides so that they are touching the document edge. If there is clearance between the document edge and the guide, the scanned images may be skewed.



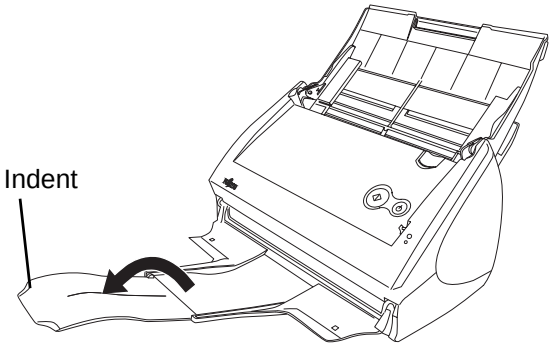
HINT

If you use the stacker, it will be easy to gather scanned documents.
Use the stacker as described below.

1. Pull the stacker towards you.



2. Use the indent and extend the stacker extension.

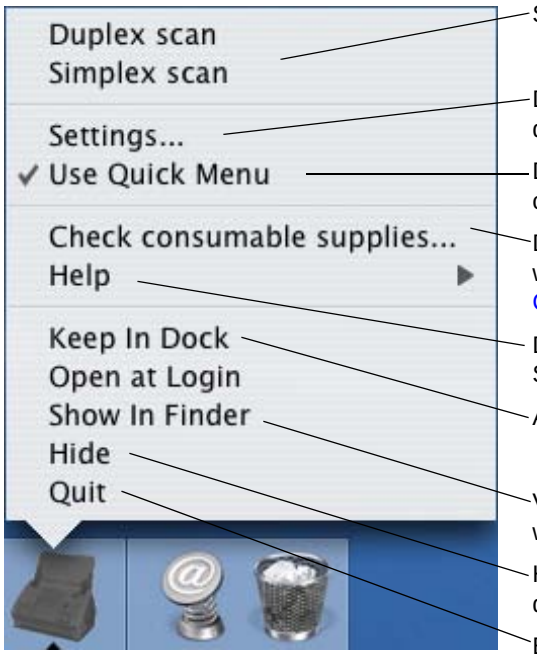


3.4 Changing Scan Settings

All the settings on ScanSnap are configured with "ScanSnap Manager."

The ScanSnap Manager icon is added to the Dock menu at the middle- bottom of the Mac OS X screen.

The following menu appears when you press and hold the mouse button on the icon. From this menu, you can start scanning, configure settings for scanning, and check the consumable status.



- Start Duplex/Simplex scanning.
- Display the "Scan and Save Settings" window.
- Display the "ScanSnap Quick Menu", when checked.
- Display the "Check consumable supplies" window. See "Chapter7 Replacing Consumables" (page 147).
- Display "Help topics" or the "About ScanSnap Manager" window.
- Add an icon to the Dock menu.
- View the contents of the "ScanSnap" folder with Finder.
- Hide the "ScanSnap Manager" window in the desktop.
- Exit "ScanSnap Manager".

HINT

Depending on the version of Mac OS X you are using, the menu items may be slightly different from what is shown above.

This section describes the settings configured in the "Scan and Save Settings" window.

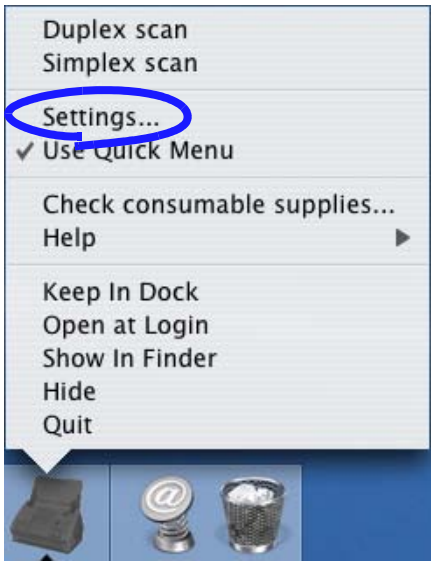
The following settings can be changed:

- Application that is automatically started up to display the scanned image → [Application] tab (page 41)
- Folder to save scanned images → [Save] tab (page 44)
- Scan mode (You can select: Fastest or Excellent, Color mode or B&W mode, Setting for text only document, Allow automatic blank page removal, and/or Correct skewed character strings automatically...) → [Scanning] tab (page 46)
- File format for the scanned image → [File option] tab (page 51)
- Size of the document to be scanned → [Paper size] tab (page 53)
- Size of the file for saving scanned images → [Compression] tab (page 60)

The following describes how to change the settings.

Operation

1. Click and hold down the mouse button on the ScanSnap Manager icon in the Dock menu, and select "Settings" from the menu.

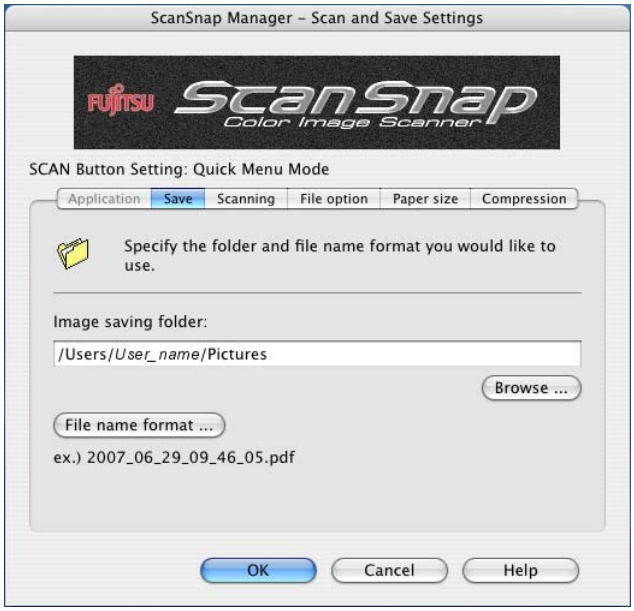


⇒ The "Scan and Save Settings" window appears.

HINT

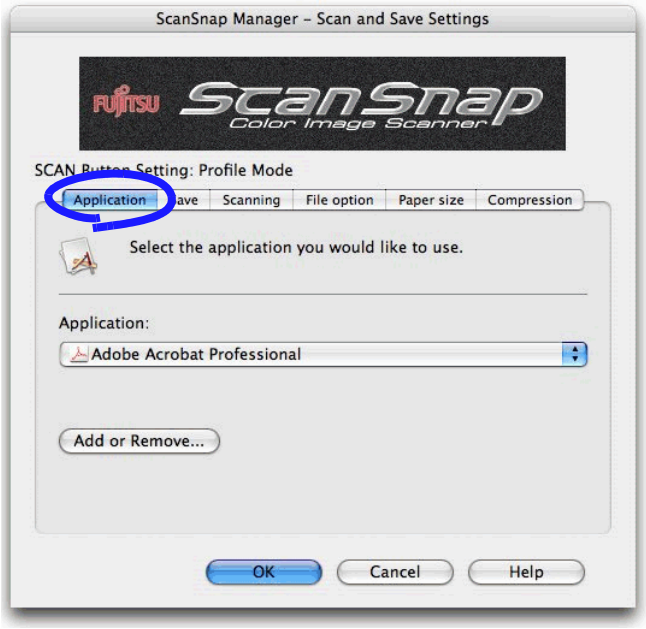
You can also open the "Scan and Save Settings" window by simultaneously pressing the [Command (⌘)] and [S] keys on the keyboard. (This can be used only when ScanSnap Manager is active.)

2. Change the scan settings in the "Scan and Save Settings" window.



The following describes the setting items of each tab.

[Application] tab



■ **Application:**

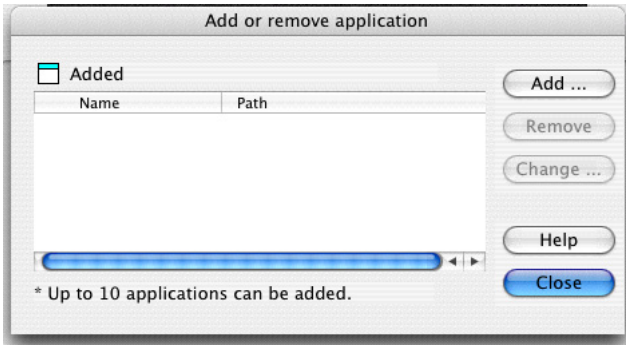
Specify the application to interact with ScanSnap. The specified application starts running after the document is scanned with ScanSnap. Click to select the application. You can select one of the following applications:

- Scan to File (image data will be simply saved to file)
- Adobe Acrobat Standard
- Adobe Acrobat Professional
- Adobe Reader or Acrobat Reader
- Preview
- iPhoto (This appears when iPhoto version 5 or later is installed. iPhoto 5 is supported by Mac OS X 10.3.4 or later.)
- Scan2Folder
- Scan2E-mail
- Scan2Print
- ABBYY Scan2PDF (Available when ABBYY FineReader for ScanSnap is installed.)

- The [Application] tab is available only when the Quick Menu is not used (Profile Mode).
- The above applications will be added automatically into the selection list if installed. Uninstalled applications will be removed from the list automatically.
- Adobe Acrobat Professional (for Mac) is supplied with this product.
- If you select "Scan to File (only save image data to file)," the scanned image is saved to file after scanning is complete. The scanning result is not displayed on screen. This setting is ideal when you do not have to confirm the scanning result every time a document is scanned.
- In the default setting, Adobe Acrobat Professional is preferentially selected when both Adobe Acrobat Standard and Adobe Acrobat Professional are installed.

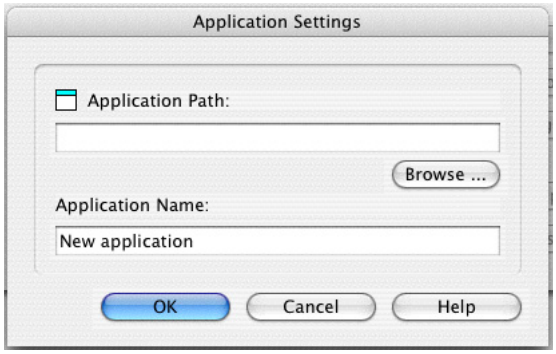
■ [Add or Remove] button

Applications can be added to and removed from the "Application" list.
When you click the [Add or Remove] button, the following screen is displayed.
(Up to ten applications can be registered.)



<To add an application>

1) Click the [Add] button.
   ⇒ The "Application Settings" window appears.
2) Configure each item in this window.

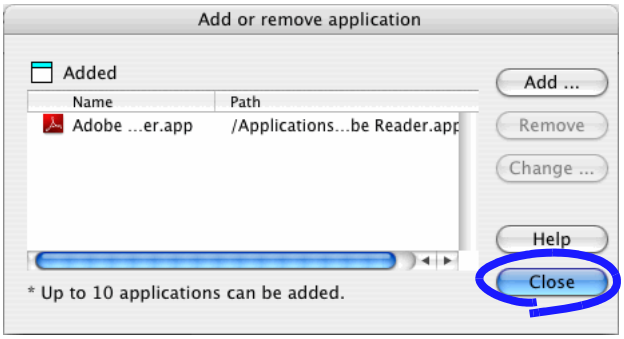


- Click the [Browse] button, and select the alias file or the executable file (.app) of the application you want to add.
  ⇒ The destination of the selected application is displayed in the "Application Path" field
- Enter the name to be displayed in the "Application name" field.

⇒ The name you entered is displayed in the "Application" drop-down list.

3) When you have finished the above setting, click the [OK] button.
⇒ The "Add or remove application" window appears and you will see the new application is added.

4) Click the [Close] button to close the window.



HINT

When adding an application, select one that supports either JPEG (*.jpg) or PDF (*.pdf) format, and that can open when a file is dragged-and-dropped onto its alias. Otherwise scanned images cannot be displayed properly.

Do the following:
<Example: When confirming whether the application supports JPEG format (*.jpg) and it can open when a file is dragged-and -dropped>

1. Create an alias of the application you wish to add.
2. Drag-and-drop any file in JPEG format (*.jpg) onto the alias.
⇒ If the application starts up and the file opens, the application supports JPEG format files.

<To remove an application>

1) Select the application you want to remove in the "Add or remove application" window, and then click the [Remove] button.
⇒ The confirmation window appears.

2) Click the [Yes] button.
⇒ The "Add or remove application" window appears; confirm that the application has been removed.

3) Click the [Close] button to close the window.

<To change settings>

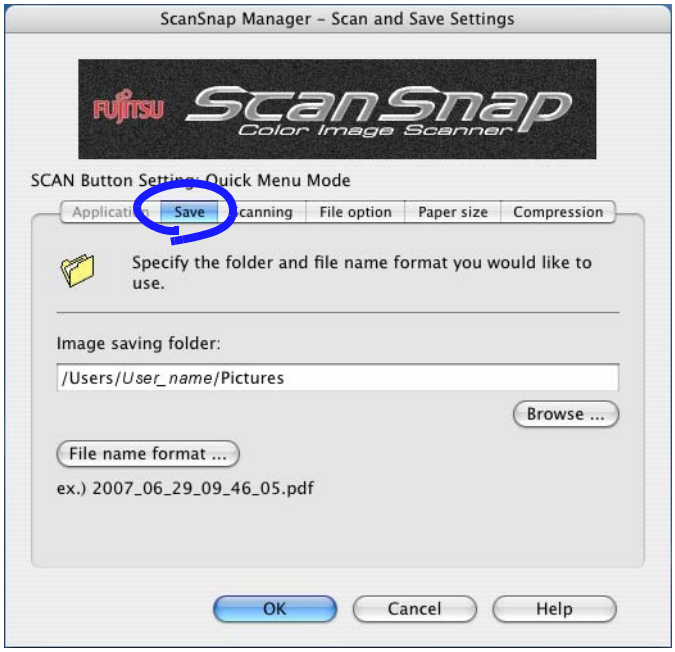
1) Select an application for which you wish to change the settings in the "Add or remove application" window, and click the [Change] button.
⇒ The "Application Settings" window appears.

2) Change settings to the desired settings.

3) Click the [OK] button to finish setting.
⇒ The "Add or remove application" window appears; confirm that the settings have been changed.

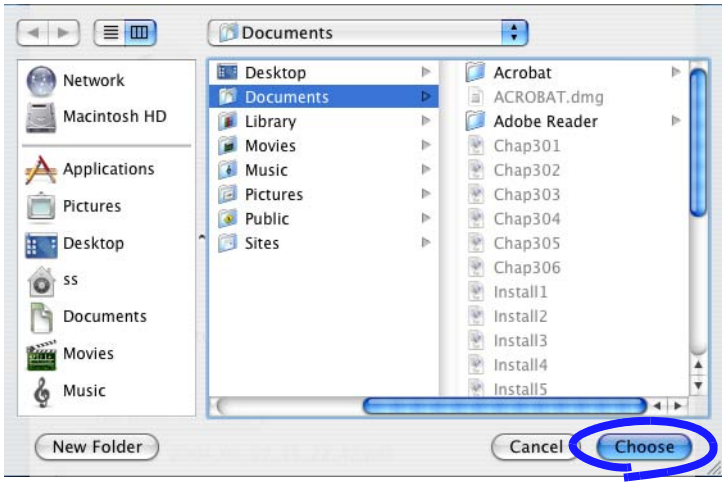
4) Click the [Close] button to close the window.

[Save] tab



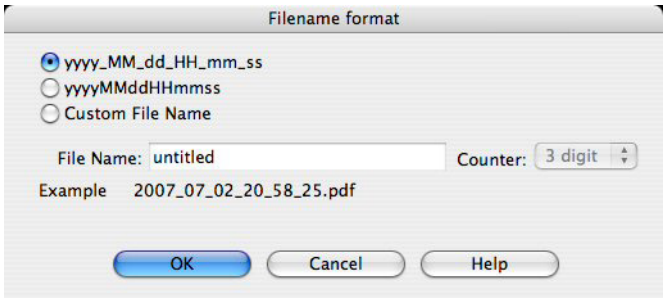
■ **Image saving folder:**

Specify the folder to save the scanned images.
When you click the [Browse] button, the "Browse for Folder" window is displayed.
Select the folder to save the scanned images, and click the [Choose] button.



■ [Filename format] button

Set the filename format used for files to save the scanned images.
When you click the [File name format] button, the following window appears.



One of three settings can be specified.

- "yyyy_MM_dd_HH_mm_ss"
  If this button is selected, the created file is named in the "yyyy_MM_dd_HH_mm_ss" format.
- "yyyyMMddHHmmss"
  The date and time are used as the file name when saving a scanned image to a file.
  Example: When the file is saved in PDF on March 28, 2006 at 10:14:49, the file name will be "20060328101449.pdf."
- "Custom File Name"
  Enter a name in the "File Name" field and select the number of digits from the "Counter" list. Files are named combining the entered name and a specified-digit number.
  (An example file name is displayed at the bottom of the window.)

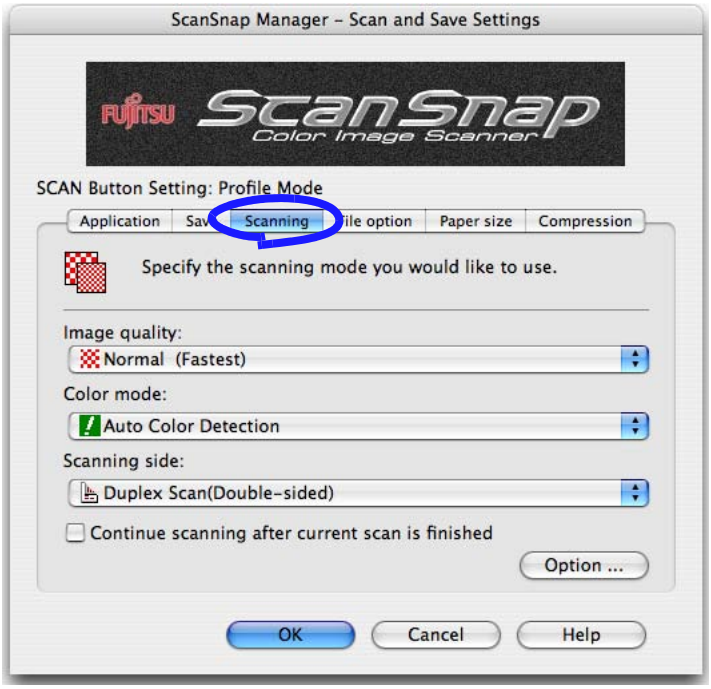
HINT

About "Counter" (serial number)

- When the first time you save a file into the image saving folder, which you specify on the [Save] tab, using a name specified in the "File Name" field, the name is suffixed with 1 (it will be 001 if the serial number, or "Counter," is of three digits). The serial number is incremented by one every time you save a new file (until you enter a new file name).
- When another file with the same name exists in the image saving folder, the name is suffixed with the next smallest available number.
  Example: Suppose Scan01.pdf, Scan03.pdf, and Scan04.pdf already exist in the same folder. When the next time you save the scanned image to files with the same name, the file names will be Scan02.pdf, and then Scan05.pdf, Scan06.pdf, Scan07.pdf ....
- When the suffix number becomes greater than the maximum number of specified digits (for example, when you want to save the 100th file with two-digit specified for the "Counter"), the number of digits is increased automatically.

Clicking the [OK] button enables the settings.
(An example of the file name that you set is displayed under the [File name format] button.)

[Scanning] tab



■ **Image quality:**

Specify whether to scan documents quickly or at higher quality.
Select one of the following modes:

- Normal (Fastest)

  Select this mode when you wish to scan documents quickly.
- Better (Faster)

  Select this mode when you wish to scan documents at a high quality.
- Best (Slow)

  Select this mode when you wish to scan documents at a higher quality.
- Excellent (Slower)

  Select this mode when you wish to scan documents at the highest quality.

HINT

Normal is equivalent to 150 dpi for color mode and 300 dpi for B&W mode, Fine is equivalent to 200 dpi for color mode and 400 dpi for B&W mode, Best is equivalent to 300 dpi for color mode and 600 dpi for B&W mode, and Excellent is equivalent to 600 dpi for color mode and 1200 dpi for B&W mode.
Generally, the higher the required Image quality is specified, the longer it takes to scan documents and the larger the file size becomes.
As a general rule, scan no more than 10 sheets at a time in Excellent mode.

■ Color mode:

Specify whether to scan documents in color mode or in black-and-white mode.

By clicking , you can select one of the following modes:

- Auto Color Detection (Automatically recognizes the document color)

  ScanSnap automatically recognizes whether the document to be scanned is color or black-and-white, and switches the scan mode accordingly.

- Color

  All documents are scanned in the color mode.
  This setting is for scanning color documents.

- B&W

  All documents are scanned in B&W mode.
  This setting is for scanning black-and-white documents containing mostly text. File sizes can also be kept smaller than if the document is scanned in the color mode.

In normal circumstances, use "Auto Color Detection."
If this setting is specified, you do not have to change the color mode each time you scan a document.
*However, the following types of color documents may be recognized as black and white:
- Faintly-toned documents
- Documents that have a slightly-colored portion
  To scan such documents in color, select "Color" in the "Color mode" drop-down list.
  In addition, the following type of documents may be recognized as color.
- Documents with many shaded (gray) areas
  To scan such a document in B&W mode, select B&W from the "Color mode" drop-down list.

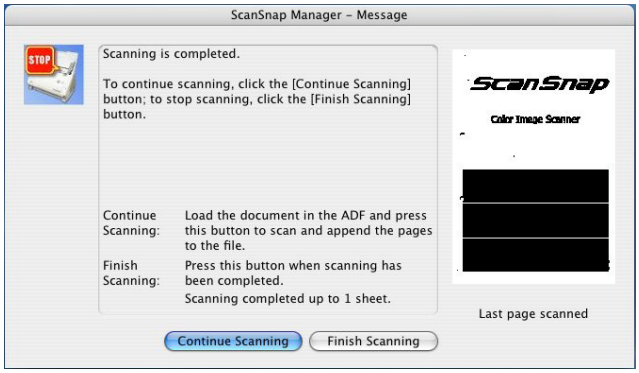
■ Scanning side:

Specify whether to scan in "Duplex Scan" or "Simplex Scan" mode when the [SCAN] button

on the scanner is pressed. By clicking , select either of the above modes.

■ Continue scanning after current scan is finished:

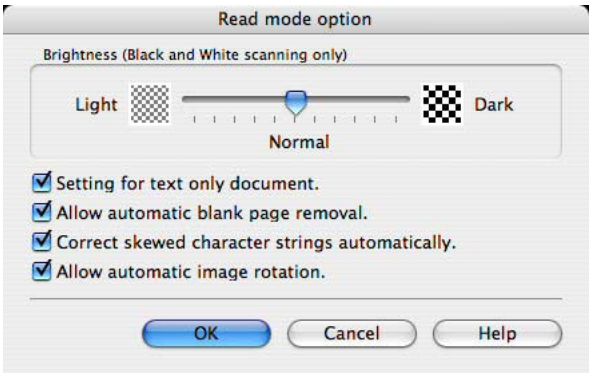
If the checkbox is marked, the following message appears after scanning.


ScanSnap Manager - Message
Scanning is completed.
To continue scanning, click the [Continue Scanning] button; to stop scanning, click the [Finish Scanning] button.
Continue Scanning:
Load the document in the ADF and press this button to scan and append the pages to the file.
Finish Scanning:
Press this button when scanning has been completed.
Scanning completed up to 1 sheet.
ScanSnap
Color Image Scanner
Last page scanned
Continue Scanning
Finish Scanning

To continue scanning, load a document onto the ScanSnap, and then click the [Continue Scanning] button.
To finish scanning, click the [Finish Scanning] button.
* It is possible to continue scanning up to 1000 pages for one file.
* The size of a PDF file should be 1Gbyte at the maximum.

■ [Option] button

Configure other scanning-related settings.
Clicking the [Option] button displays the following window.



- Brightness (Black and White scanning only)
  Sets the color density for scanning black-and-white images.
  Moving the slider to the left will lighten the scanned image, while moving the slider to the right will darken the scanned image.
  * This function is enabled only when the "Color mode" is set to "B&W," or when "Auto Color Detection" is selected and the document is recognized as back-and-white.
- "Setting for text only document" checkbox
  Mark or unmark the checkbox according to the type of your document as described below.
  - Mark this checkbox when scanning documents containing only printed or hand-written text.
  - Clear this checkbox when scanning documents containing photographs.
- "Allow automatic blank page removal" checkbox
  If this checkbox is marked, ScanSnap detects blank pages in the document and automatically removes them to output images.
  For example, when a stack of documents containing both double-sided and single-sided documents is scanned in Duplex scan mode, this feature removes only the backside (i.e. blank pages) of single-sided documents from the output images.

* No scanned images are generated if all the sheets in the document are recognized as blank pages.

The following types of documents may be accidentally recognized as blank pages:

- Almost blank documents containing only a few characters
- Documents of only one color (solid color including black) and without any patterns, lines, or characters

Before discarding the scanned documents, check for pages accidentally removed from the output image. If any, you need to re-scan the document.

- "Correct skewed character strings automatically" checkbox
  If this checkbox is marked, ScanSnap detects a skew of the documents and outputs corrected images. Up to +/-5 degrees of skew can be corrected .

This function detects a document skew based on the characters on the document. Therefore, it may not work properly for the following kinds of documents:

- Documents on which the pitches of lines or characters are extremely narrow, or adjacent characters contact with each other
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and only a few characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, clear the checkbox.

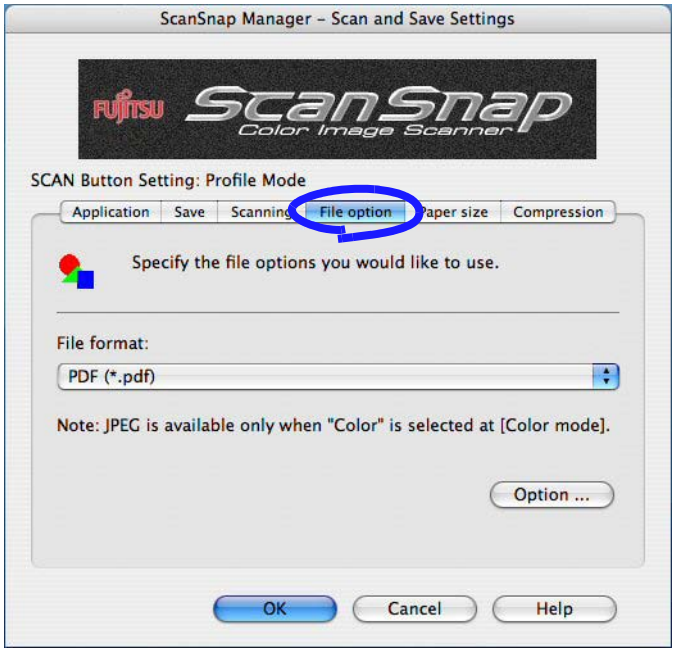
- "Allow automatic image rotation" checkbox
  This setting automatically detects the orientation of a text on the document, and changes the orientation of the image.

This function detects the orientation based on characters on the document. Therefore, it does not work properly for the following kinds of document:

- Documents which have many extremely large/small characters
- Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and a few characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans, etc.)
- Documents with only capital letters
- Documents with handwritten characters
- Documents with blurred or smeared characters

*When you scan such documents, clear the checkbox.

[File option] tab



■ File format:

Specify the file format of the scanned image.

Click to select the file format. You can select either of the following file formats:

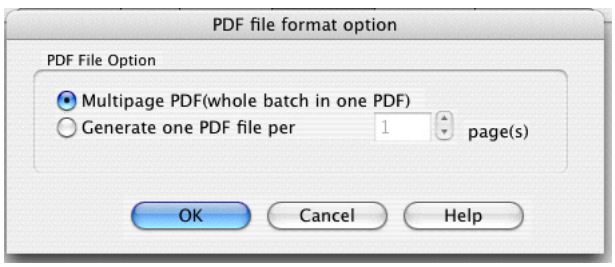
- PDF (*.pdf)
- JPEG (*.jpg)

ATTENTION

- The "File format" setting is available only when the Quick Menu is not used (Profile Mode).
- "JPEG" is not available when "Auto Color Detection" or "B&W" is selected from the "Color mode" drop-down list on the [Scanning] tab. In addition, the file format is automatically changed from "JPEG" to "PDF" when you select "Auto Color Detection" or "B&W."

■ [Option] button

This function is used for configuring detailed settings of PDF files. This button is enabled when "PDF(*.pdf)" is selected from the "File format" drop-down list. Click [Option] button to display the following window.



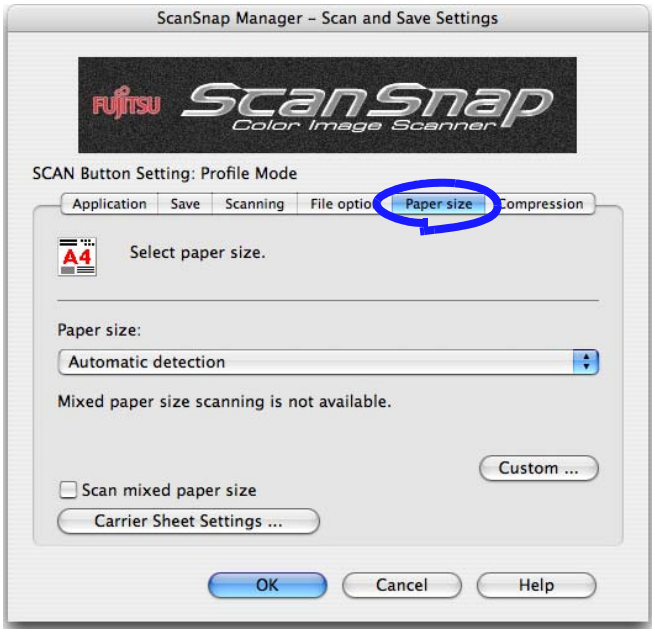
- "Multipage PDF (whole batch in one PDF)"

  Create a merged PDF file of all the scanned images.
- "Generate one PDF file per x page(s)"

  Create PDF files, each of which includes the specified number of pages, per scan. For example, when "2" is selected as the number of pages, scanning six pages of documents creates three files.

The number of files displayed after the scanning depends on the application interacting with ScanSnap, which you selected in the Application tab.
For example: If Acrobat Professional is selected, up to 50 files are displayed.

[Paper size] tab



■ **Paper size:**

Specify the paper size of the document to be loaded on the scanner.

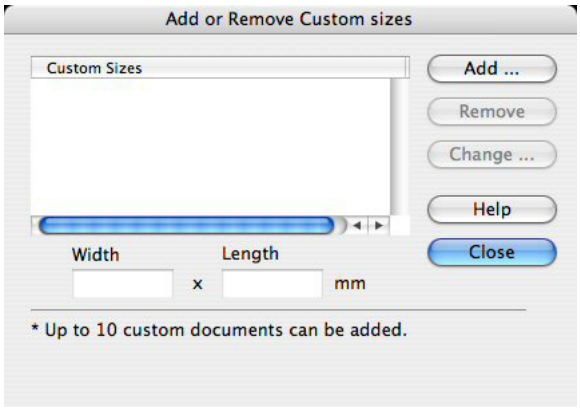
Click to select the size. The following paper sizes (Width x Length) can be selected.

- Automatic detection
- Letter (8.5 x 11 in (216 x 279.4 mm))
- Legal (8.5 x 14 in (216 x 355.6 mm))
- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- A6 (105 x 148 mm)
- B5 (JIS) (182 x 257 mm)
- B6 (JIS) (128 x 182 mm)
- Post card (100 x 148mm)
- Business card (90 x 55 mm, 55 x 90 mm)
- Custom size (up to ten sizes can be registered)

We recommend use of the Automatic detection settings.

■ [Custom] button

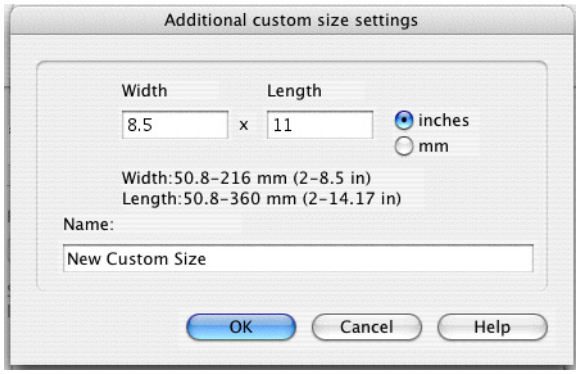
With this function, you can add up to ten custom document sizes into the [Paper size] list. Clicking this button displays the following window.



<When adding a custom document size>

1) Click the [Add] button.
   ⇒ The following window appears.

2) Configure settings as desired.



- Enter a document size within the range given below:
  Width: 50.8 mm to 216 mm (2 in. to 8.5 in.)
  Length: 50.8 mm to 360 mm (2 in. to 14.17 in.)
- Enter the name you want to use in the "Name" field.
  ⇒ The entered name is displayed in the [Paper size] list.

3) To complete the setting, click the [OK] button.
   ⇒ The custom document size will be added.

4) Click the [Close] button to close the "Add or Remove Custom sizes" window.

<When deleting a custom document size>

1) In the "Add or Remove Custom sizes" window, select the document size you want to delete and click the [Remove] button.
   ⇒ The confirmation message appears.
2) Click the [Yes] button.
   ⇒ In the "Add or Remove Custom sizes" window, confirm that the selected document size is deleted.
3) Click the [Close] button to close the "Add or Remove Custom sizes" window.

<When changing the settings>

1) In the "Add or Remove Custom sizes" window, select the document size you want to change and click the [Change] button.
   ⇒ The "Additional custom size settings" window appears.
2) Change the settings.
3) To complete the setting, click the [OK] button.
   ⇒ The "Add or Remove Custom sizes" window returns and the changes are saved.
4) Click the [Close] button to close the "Add or Remove Custom sizes" window.

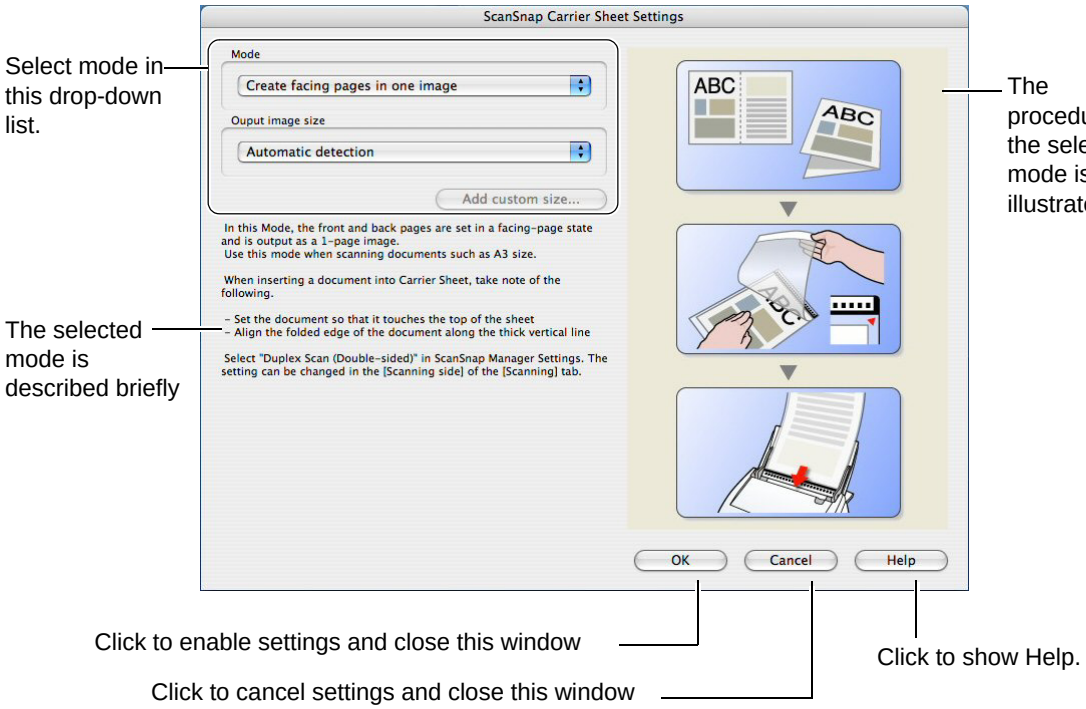
When you select Business card (90 mm x 55, 55 mm x 90 mm) and perform scanning, the result is the following:
From the scanned length, the horizontal or vertical position is automatically recognized and output.
The length (loading direction) is the actual scanned length of the card.
The width is fixed to 90 mm (horizontal position), or 55 mm (vertical position).

■ **"Scan mixed paper size" checkbox**

By marking the checkbox, you can scan the documents of different widths or sizes at a time.

■ **[Carrier Sheet Settings] button**

You can set or change settings to scan with the Carrier Sheet on the following window.


Select mode in this drop-down list.
The selected mode is described briefly
The procedure in the selected mode is illustrated
Click to enable settings and close this window
Click to cancel settings and close this window
Click to show Help.
ScanSnap Carrier Sheet Settings
Mode
Create facing pages in one image
Ouput image size
Automatic detection
Add custom size...
In this Mode, the front and back pages are set in a facing-page state and is output as a 1-page image.
Use this mode when scanning documents such as A3 size.
When inserting a document into Carrier Sheet, take note of the following.
- Set the document so that it touches the top of the sheet
- Align the folded edge of the document along the thick vertical line
Select "Duplex Scan (Double-sided)" in ScanSnap Manager Settings. The setting can be changed in the [Scanning side] of the [Scanning] tab.
ABC
OK
Cancel
Help

The following explains settings you can change in the "Carrier Sheet Settings" window.

Mode

You can specify a method of scanning with the Carrier Sheet.
There are two modes:

- Create facing pages in one image

  This mode is used for scanning a document in duplex mode, folding it in half. A double-page spread image is output, combining the front and back page images.
  Use this mode for scanning a document larger than A4 size up to A3, B4, or 11" x 17" (single side).

- Create front and back images separately

  This mode is used for creating scanned images in their original sizes by cropping them.
  Use this mode for scanning documents that are difficult to set directly on the ScanSnap with the Carrier Sheet.
  For examples; photographs, on which you do not want to make scratches, or irregular-sized documents such as clippings of articles.
  In this mode, the front and back side images are output separately, if scanned in duplex mode.

ATTENTION

- When scanning documents in [Create facing pages in one image] mode, select [Duplex Scan] in the "Scanning side" drop-down list on the [Scanning] tab of the "Scan and Save Settings" window.
- How to load documents differs between modes. For details, refer to "3.5 Various Settings according to Your Needs" (page 62).

Output image size

You can specify an image size to output images of scanned documents.
You can select it from the following paper sizes.

Mode: Create facing pages in one image	Mode: Create front and back images separately
Automatic detection	Automatic detection
A3 (297 x 420 [mm])	-
-	Carrier Sheet size (216 x 297 [mm])
-	A4 (210 x 297 [mm])
-	A5 (148 x 210 [mm])
-	A6 (105 x 148 [mm])
-	Post Card (100 x 148 [mm])
B4 (JIS) (257 x 364 [mm])	-
-	B5 (JIS) (182 x 257 [mm])
-	B6 (JIS) (128 x 182 [mm])
-	Letter (8.5 x 11 [in.], 216 x 279.4 [mm])
11 x 17 (11 x 17 [in.], 279.4 x 431.8 [mm])	-
-	Business Card Portrait (55 x 90 [mm])
-	Business Card Landscape (90 x 55 [mm])
-	Custom (up to 5 sizes can be created)

- When you select [Automatic detection] in the "Output image size" drop-down list, scanned document sizes are automatically detected, and each image is output in a standard size (other than Custom and Carrier Sheet Size) in the above table, which best matches the original document size. You do not have to select a size in the "Output image size" drop-down list every time.
- When you select [Carrier Sheet size] in the "Output image size" drop-down list, images are output in the Carrier Sheet size. With Adobe Acrobat, you can trim images to create images in a preferred size.
  In Adobe Acrobat, to trim an image, select [Tools] from the menu bar, and select [Advanced Editing] ⇨ [Crop tool]. Select an rectangular area you want to trim using the Crop tool, and then double-click the selected area.

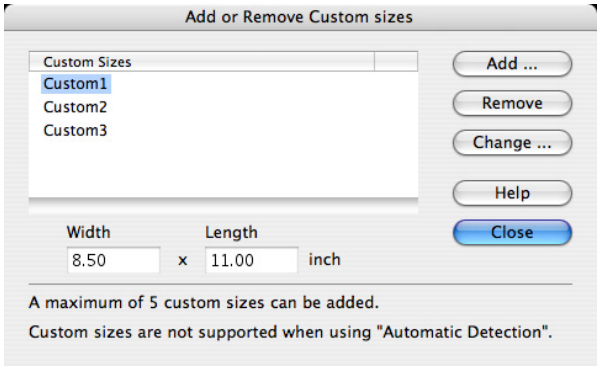
ATTENTION

- When you select [Automatic detection] in the "Output image size" drop-down list and scan an irregular-sized document (not in the table above), the scanned image is output in a standard (ISO) size longer than and nearest to the original document size. The next longer ISO size may not be wide enough for your document. If the document is clipped, or if you want to output a scanned document image in its original size, create a custom document size beforehand in the "Add or Remove Custom sizes" window, and then select the custom size in the "Output image size" drop-down list. The "Add or Remove Custom sizes" window appears when the [Custom] button is clicked.
- When you select [Automatic detection] in the "Output image size" drop-down list, the output image size may be larger than the original. If so, try the following:
  - Insert a document into the Carrier Sheet so that the sides of the document and Carrier Sheet becomes parallel.
  - Adjust the side guides to the width of the Carrier Sheet to prevent the Carrier Sheet from skewing.

If the situation does not improve, select a size in the "Output image size" drop-down list.

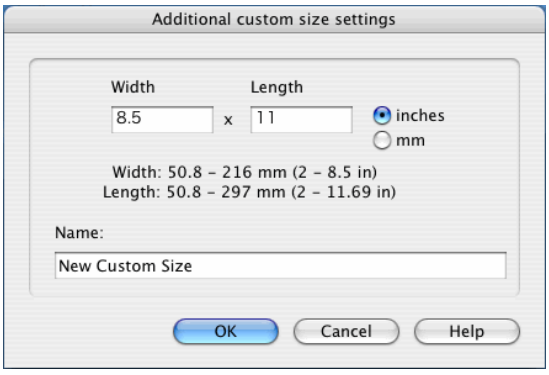
[Add custom size] button

You can create up to 5 custom sizes.
Clicking the [Add custom size] button displays the following window.



To add custom size documents

1) Click the [Add] button.
2) The following window appears.



- Type in the width and length.

  You can create custom sizes of the following:
  Width: 50.8 - 216 mm (2 - 8.5 in.)
  Length: 50.8 - 297 mm (2 - 11.69 in.)

- Type in a name you want to use for the custom size in the "Name" field.
  ⇒The new name is added in the "Output image size" drop-down list.

3) When you finish, click the [OK] button.
   ⇒A new custom size is added in the list.
4) Click the [Close] button to close the "Add or Remove custom sizes" window.

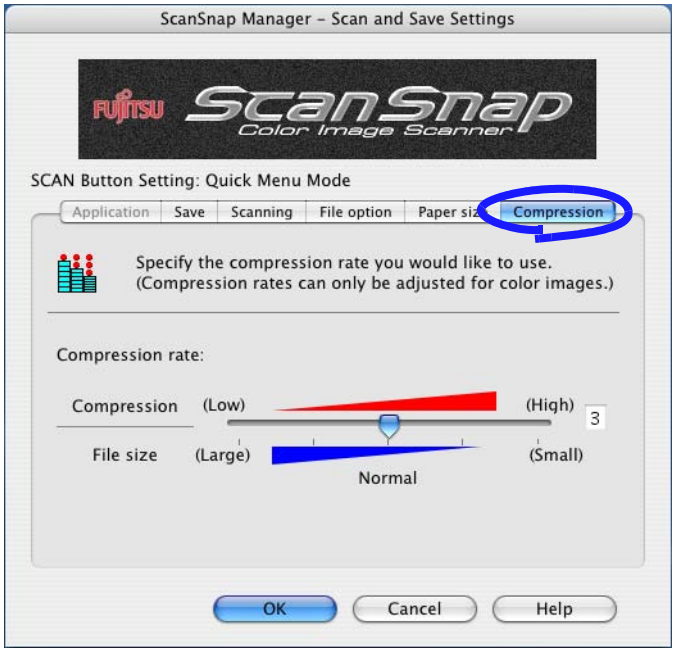
To delete custom sizes

1) In the "Add or Remove custom sizes" window, select a custom size you want to delete, and click the [Remove] button.
2) In the confirmation message window, click the [Yes] button.
3) In the "Add or Remove custom sizes" window, verity that the custom size is deleted, and then click the [Close] button.

To change settings

1) In the "Add or Remove custom sizes" window, select a custom size you want to change settings, and then click the [Change] button.
2) The "Additional custom sizes settings" window appears. Make change to meet your preferences.
3) When you finish, click the [OK] button.
   ⇒The "Add or Remove custom sizes" window appears, and changes made take effect.
4) Click the [Close] button to close the "Add or Remove custom sizes" window.

[Compression] tab



■ **Compression rate:**

Change the compression rate and adjust the file size of the scanned image.
The compression rate is changed by moving the slider.
The higher the compression rate is, the smaller the file size is.

ATTENTION

As the compression rate increases, the quality of scanned images decreases.

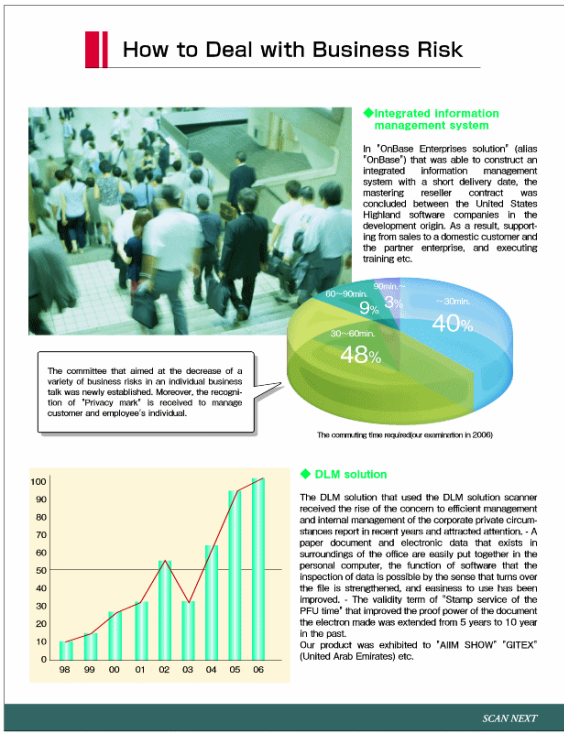
Image data size

The following table shows rough estimates of sizes of generated images when a single-sided color document is scanned in respective modes.

File type: PDF

Paper size: Letter (8.5 x 11 in. (216 x 279.4 mm))

Tested sample:


How to Deal with Business Risk
◆Integrated information management system
In "OnBase Enterprises solution" (alias "OnBase") that was able to construct an integrated information management system with a short delivery date, the mastering reseller contract was concluded between the United States Highland software companies in the development origin. As a result, supporting from sales to a domestic customer and the partner enterprise, and executing training etc.
60~90min. 9%
90min.~ 3%
~30min. 40%
30~60min. 48%
The committee that aimed at the decrease of a variety of business risks in an individual business talk was newly established. Moreover, the recognition of "Privacy mark" is received to manage customer and employee's individual.
The commuting time required(our examination in 2006)
◆ DLM solution
The DLM solution that used the DLM solution scanner received the rise of the concern to efficient management and internal management of the corporate private circumstances report in recent years and attracted attention. - A paper document and electronic data that exists in surroundings of the office are easily put together in the personal computer, the function of software that the inspection of data is possible by the sense that turns over the file is strengthened, and easiness to use has been improved. - The validity term of "Stamp service of the PFU time" that improved the proof power of the document the electron made was extended from 5 years to 10 year in the past.
Our product was exhibited to "AIIM SHOW" "GITEX" (United Arab Emirates) etc.
100 90 80 70 60 50 40 30 20 10 0
98 99 00 01 02 03 04 05 06
SCAN NEXT

Color mode: Color

Compression rate / Image quality	1	2	3	4	5
Normal (Fastest)	501	247	215	171	136
Better (Faster)	851	377	327	261	204
Best (Slow)	1523	650	556	451	359
Excellent (Slower)	4618	1789	1538	1218	964

Color mode: B&W

Compression rate / Image quality	-
Normal (Fastest)	102
Better (Faster)	153
Best (Slow)	278
Excellent (Slower)	704

(unit: K bytes)

3.5 Various Settings according to Your Needs

When you use default settings on ScanSnap, all you have to do is simply press the [SCAN] button

to scan the documents, save images in the best condition, and display the scanned images on the screen; any complicated operations are not required.

In addition, you can manually configure the settings for specific scanning.

This section, using typical examples, describes how to scan documents based on preferences of you.

The default settings of ScanSnap Manager are as follows:

- Application(at "Profile Mode"): Preview (Adobe Acrobat or Adobe Reader is selected if installed)
- Image saving folder: [Pictures] folder of [Home]
- Filename format: yyyy_MM_dd_HH_mm_ss
- Image quality: Normal (Fastest)
- Color mode: Auto Color Detection (automatically judges whether the document is "color" or "black-and-white")
- Scanning side: Duplex Scan
- Continue scanning after current scan is finished:Disabled
- Scanning Option:
  Brightness: Normal
  Setting for text only document : Disabled
  Allow automatic blank page removal: Enabled
  Correct skewed character strings automatically: Disabled (for S500M/S510M) / Enabled (for fi-5110EOXM)
  Allow automatic image rotation: Enabled
- File format: PDF (*.pdf)
- File format Option
  PDF File Option: Generate one PDF file per scan
- Paper size: Automatic detection
- Scan mixed paper size: Disabled (for S500M/S510M) / NA (for fi-5110EOXM)
- Carrier Sheet Settings...
  Mode:Create facing pages in one image
  Output image size:Automatic detection
- Compression rate: 3

The settings described above can be changed with ScanSnap Manager.
For details, refer to section "3.4 Changing Scan Settings" (page 39).

■ Scanning only one side of a document

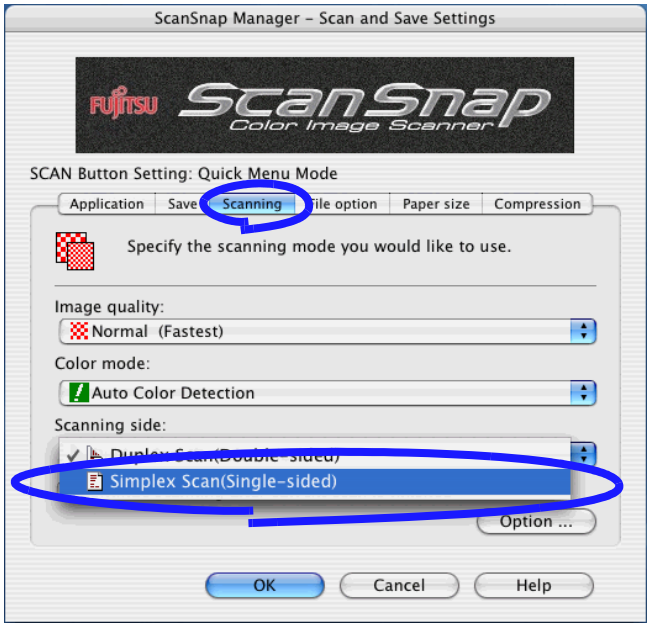
Pressing the [SCAN] button on ScanSnap starts scanning documents in "Duplex Scan" mode by default. If you want to change the [SCAN] button setting to "Simplex Scan" mode, follow the procedure below.

Operation

1. Click and hold down the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

⇒ The "Scan and Save Settings" window appears.

2. On the [Scanning] tab, select "Simplex Scan (Single-sided)" from the "Scanning side" drop-down list.



3. Click the [OK] button to close the window.

4. Load the document onto the scanner.

5. Press the [SCAN] button

.

   ⇒ The document is scanned in "Simplex Scan" mode.

To select the "Duplex Scan" mode again, go to step 2 and select "Duplex Scan (Double-sided)" instead. The selected setting is valid until you change it again.

■ Scanning color document in black-and-white

By default, ScanSnap automatically recognizes whether a document is black-and-white or color. Color documents are output as color image data, and black-and-white documents are output as monochrome image data.

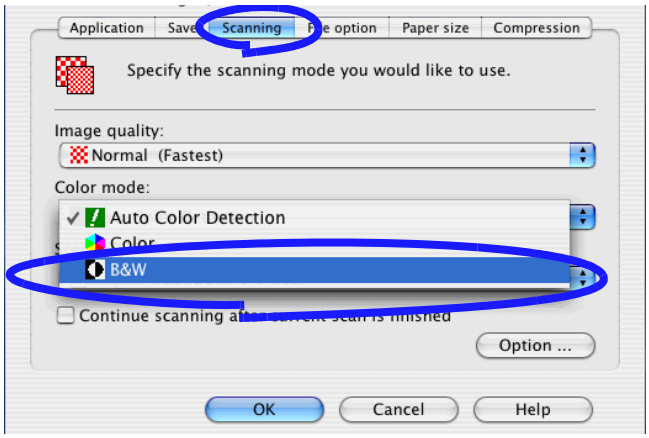
If you want to output all documents as monochrome image data, change the settings following the procedures below.

Operation

1. Click and hold down the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

⇒ The "Scan and Save Settings" window appears.

2. On the [Scanning] tab, select "B&W" from the "Color mode" drop-down list.
   If you want to scan all documents in color, select "Color" from the drop-down list.



3. Click the [OK] button to close the window.

4. Load the document onto the scanner.

5. Press the [SCAN] button .

⇒ The scanned images will be generated in black-and-white.

■ Skipping blank pages

ScanSnap is able to remove blank pages automatically. When documents in which double-sided and single-sided pages are mixed are scanned in "Duplex Scan" mode, the backside of single-sided (blank) pages are automatically removed, and the image data of only necessary pages is generated.

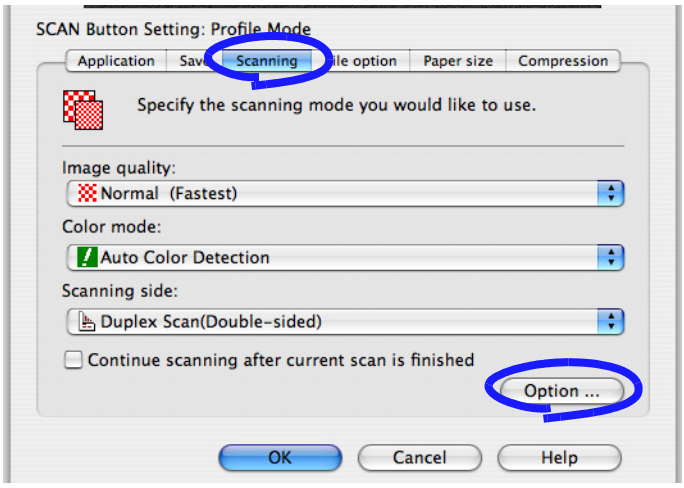
To change the setting, follow the procedure below.

Operation

1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

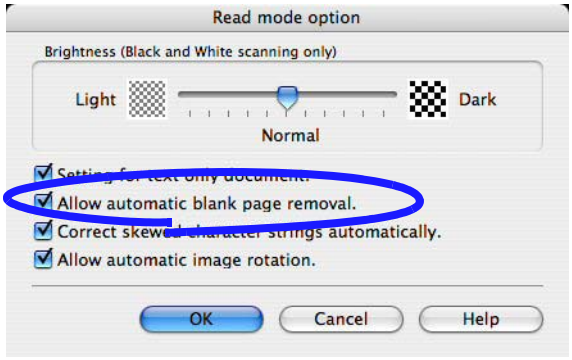
⇒ The "Scan and Save Settings" window appears.

2. On the [Scanning] tab, click the [Option] button.



⇒ The "Read mode option" window appears.

3. Mark the "Allow automatic blank page removal" checkbox.



4. Click the [OK] button and close all the windows.
   ⇒ The setting takes effect the next time you scan documents.

ATTENTION

The following types of documents may be accidentally recognized as blank pages:

- Almost blank documents containing only a few characters
- Documents of only one color (solid color including black) and without any patterns, lines, or characters

*When you scan such documents, clear the checkbox.

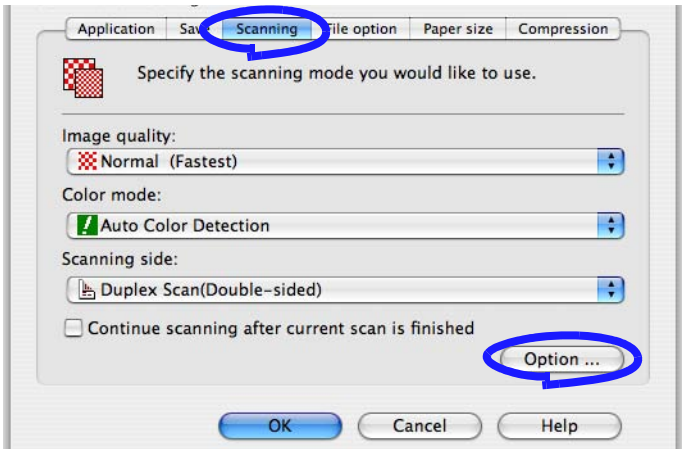
■ Correcting skewed documents

ScanSnap is able to automatically correct document skew. To change the setting, follow the procedure below.

Operation

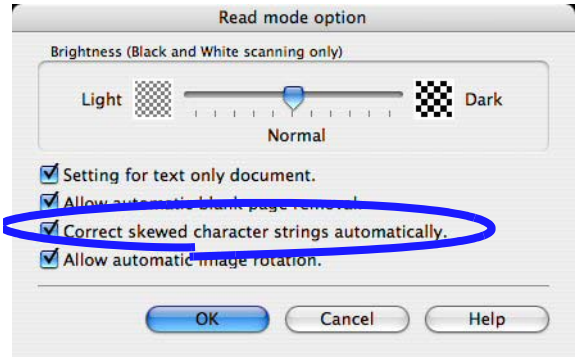
1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

2. On the [Scanning] tab, click the [Option] button.



⇒ The "Read mode option" window appears.

3. Mark the "Correct skewed character strings automatically" checkbox.



4. Click the [OK] button and close all the windows.

   ⇒ The setting takes effect the next time you scan documents.

ATTENTION

Up to +/-5 degrees of skew can be corrected.

This function detects a skew of the document based on the character strings on each sheet. Therefore, the detection may fail if the following kinds of documents are scanned:

- Documents on which the pitches of lines or characters are extremely narrow, or adjacent characters contact with each other
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and fewer characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, clear the checkbox.

■ Correcting the orientation of scanned image

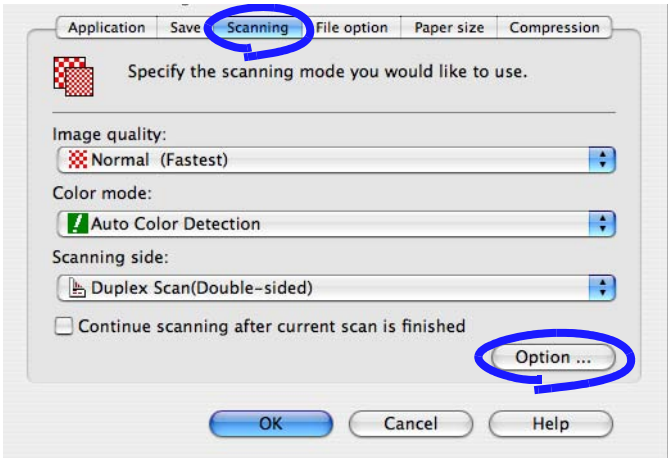
When there are pages of different orientations in a scanned document, ScanSnap is able to automatically rotate the orientation (view direction) of the scanned images. For example, it often happens that some pages are portrait (text) and some are landscape (tables) in a document.
In addition, the backside of double-sided documents in calendar style is printed upside down.

To change the setting, follow the procedure below.

Operation

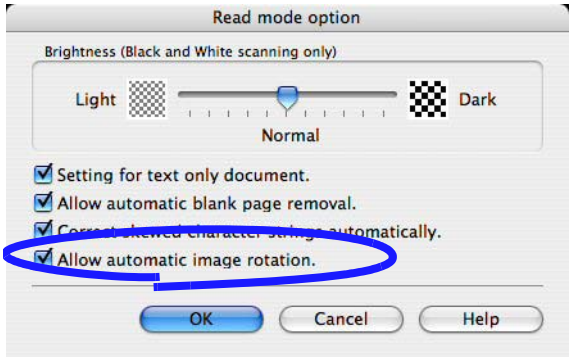
1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

2. On the [Scanning] tab, click the [Option] button.



⇒ The "Read mode option" window appears.

3. Mark the "Allow automatic image rotation" checkbox.



4. Click the [OK] button and close all the windows.

   ⇒ The setting takes effect the next time you scan documents.

ATTENTION

This function determines the orientation of pages based on the character's direction. Therefore, the following kinds of documents may not be recognized correctly.

- Documents with many extremely large/small characters
- Documents on which the pitches of lines or characters are extremely narrow, or adjacent characters contact with each other
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and a few characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans)
- Documents with only capital letters
- Documents with handwritten characters

*When you scan such documents, clear the checkbox.

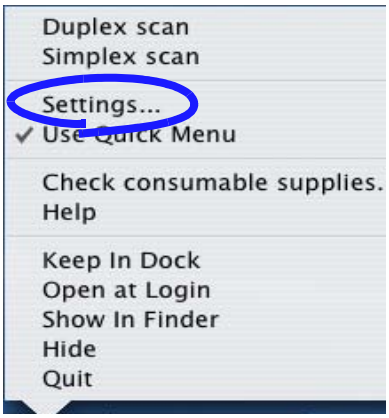
■ Scanning documents of different widths or sizes at a time

By marking the "Scan mixed paper size" checkbox, you can scan documents of different widths or sizes in one batch.

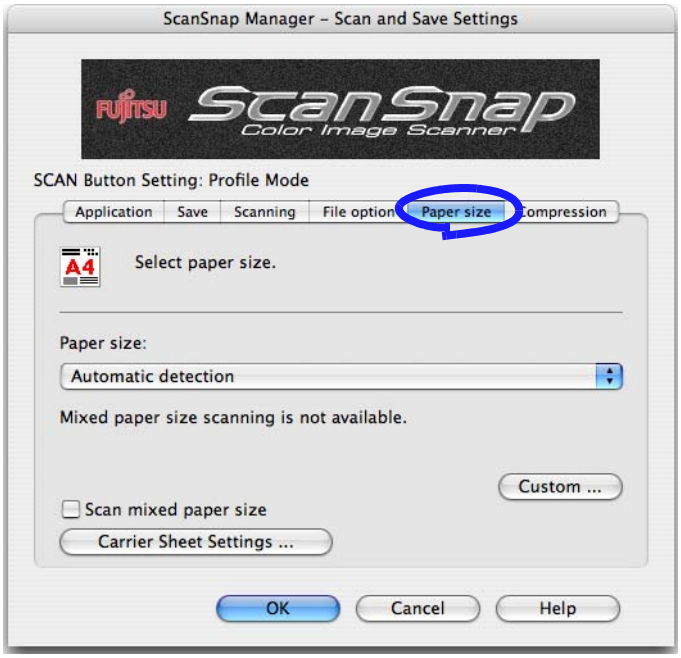
To scan documents of various sizes, do the following.

Operation

1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

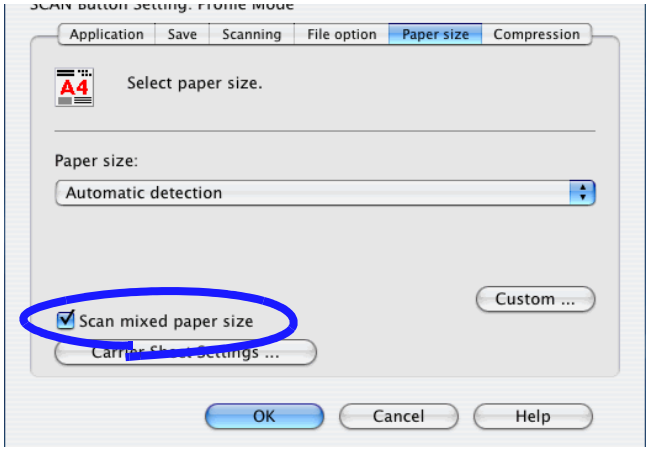


2. Select the [Paper size] tab.



3. Mark the "Scan mixed paper size" checkbox.

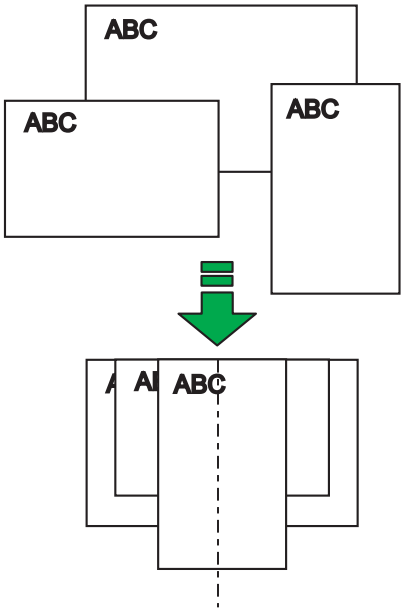
4. Click the [OK] button and close all the windows.



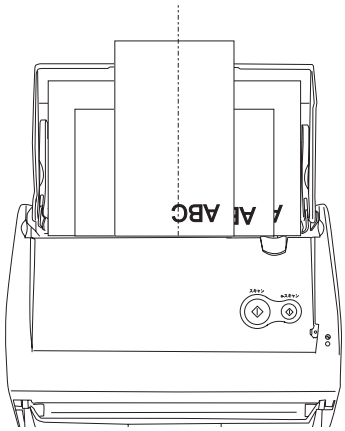
ATTENTION

This function is available only when "Automatic detection" is selected from the "Paper size" drop-down list.

5. Align the leading edge and centerline of all documents.

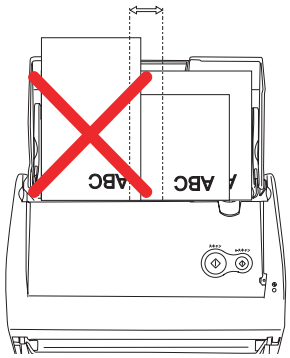


6. Load the documents onto the paper chute.



ATTENTION

- Place all documents centering them under the pick roller. (Documents that are not under the pick roller cannot be fed.)

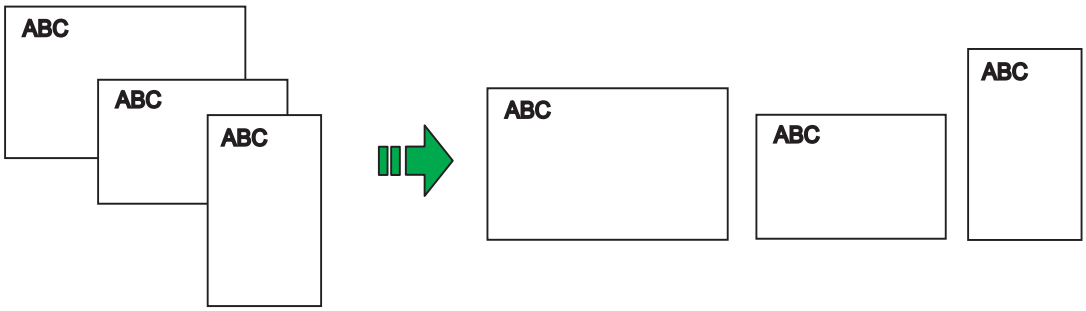


- Adjust the side guide to the widest document.
- Carefully load the smaller documents, which cannot contact the side guide, so that they can be fed straight. If the documents are skewed during a scan, the quality of scanned images may be degraded (chipped images/slant lines produced) or scanned images may be output in different size from the original.
  If you have difficulties feeding documents straight, it is recommended to scan documents in several batches; scan documents of about the same size in one batch.
  Note that smaller documents that cannot be guided by the side guide may cause a jam.

7. Press the [SCAN] button

.

⇒ The size of all images output conforms to the respective documents.



If the document was skewed during scanning, the output image size may be different from the original document size.

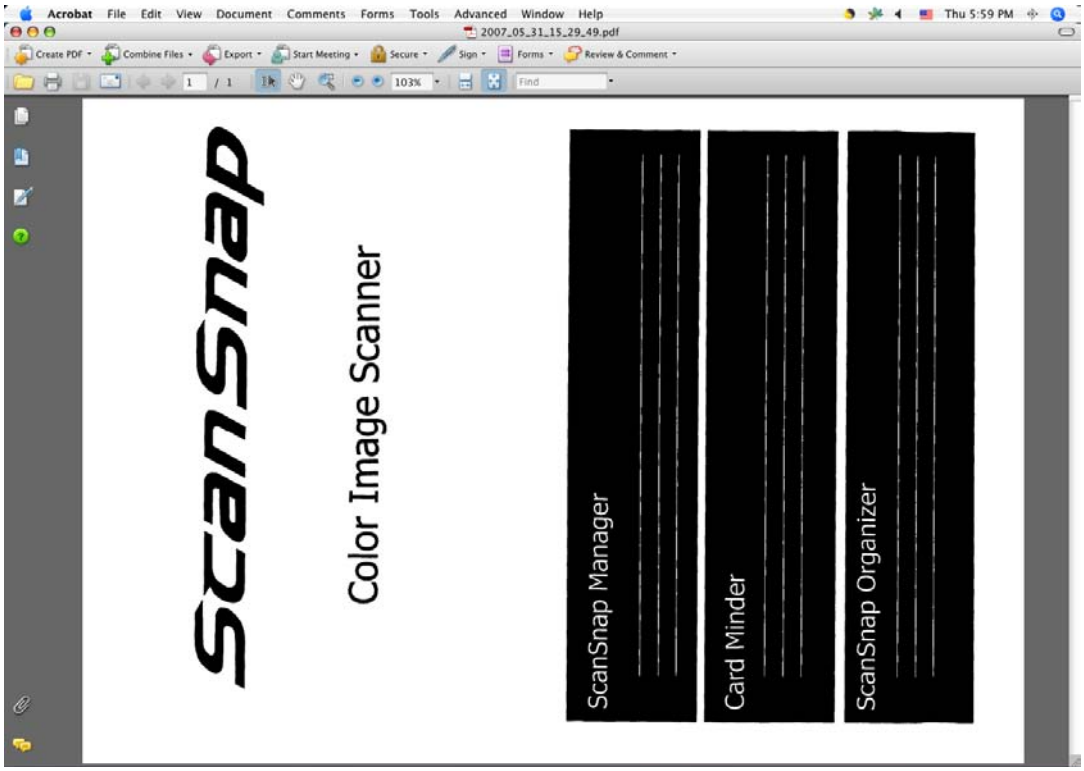
■ Rotating the page view of a PDF file

Even after scanning a document and saving it as a PDF file, you can change the view direction of this PDF file with Adobe Acrobat.

When you want change the orientation of any other pages, follow the procedure below.

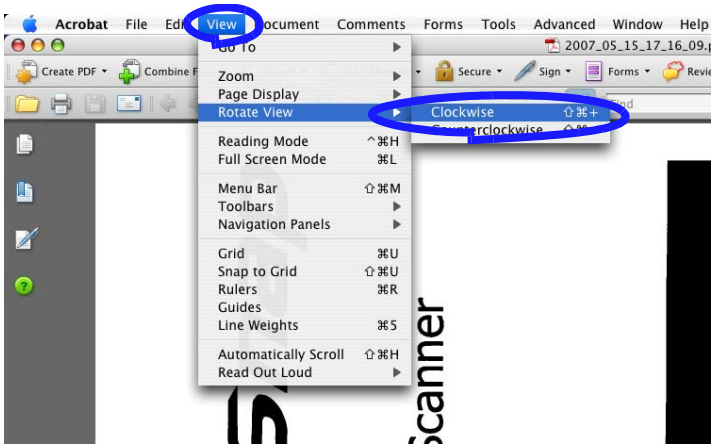
Operation

1. With Adobe Acrobat, open the PDF file you want to change the view direction.



2. From the menu bar, select [View] and [Rotate View], and then specify the direction of the rotation.

   In this case, select [Clockwise].



3. You see the view direction is changed.

HINT

For details on this function, refer to "Adobe Acrobat Help."

■ Saving scanned images in multiple files

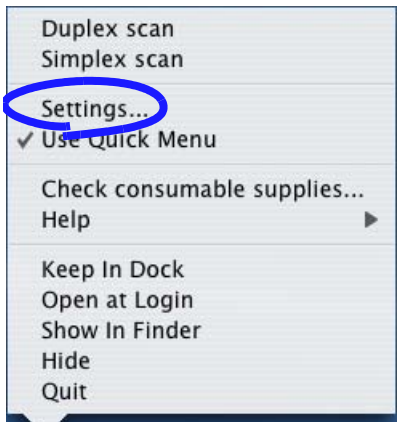
ScanSnap can save scanned images to multiple PDF files, each of which contains a preset number of pages.

For example, you can scan a batch of filled forms and create a separate file for each.

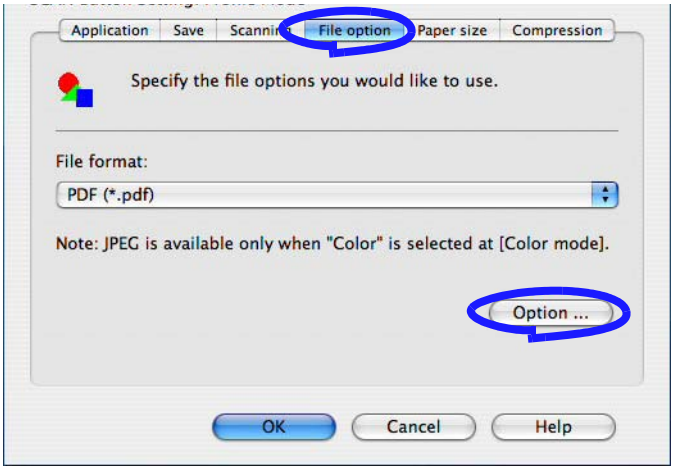
To change the setting, follow the procedure below.

Operation

1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.



2. On the [File option] tab, click the [Option] button.

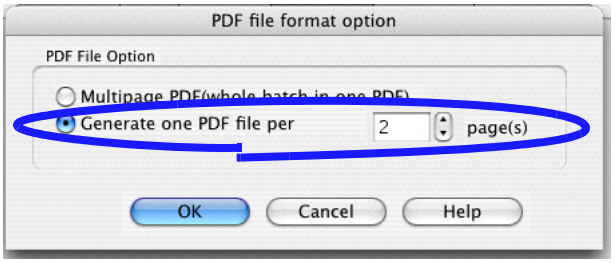


ATTENTION

Make sure that "PDF(*.pdf)" is selected from the "File format" drop-down list.

3. In the "PDF file format option" window, select "Generate one PDF file per x Page" and a number.

   Every PDF file created contains the specified number of pages.



HINT

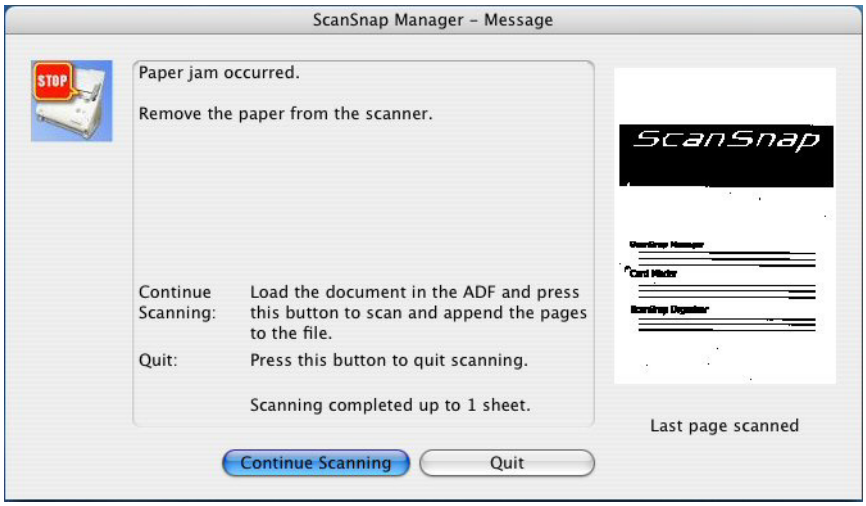
In "Duplex Scan" mode, one sheet of paper has two pages (a front and a back). It is recommended that you clear the "Allow automatic blank page removal" checkbox on the "Read mode option" window; to open the window, select the [Scanning] tab and click the [Option] button. If this function is enabled, the number of pages may be different between the created file and the original document that has blank pages.

4. Click the [OK] button to close the window.

   ⇒ The setting takes effect the next time you scan documents.

■ Continuing/stopping scanning after an error

If an error such as the paper jam occurs while you scan a document containing more than one pages, you will see the following message.


ScanSnap Manager – Message
Paper jam occurred.
Remove the paper from the scanner.
Continue Scanning:
Load the document in the ADF and press this button to scan and append the pages to the file.
Quit:
Press this button to quit scanning.
Scanning completed up to 1 sheet.
Last page scanned
Continue Scanning
Quit

You can continue or stop scanning using the following procedure.

Operation

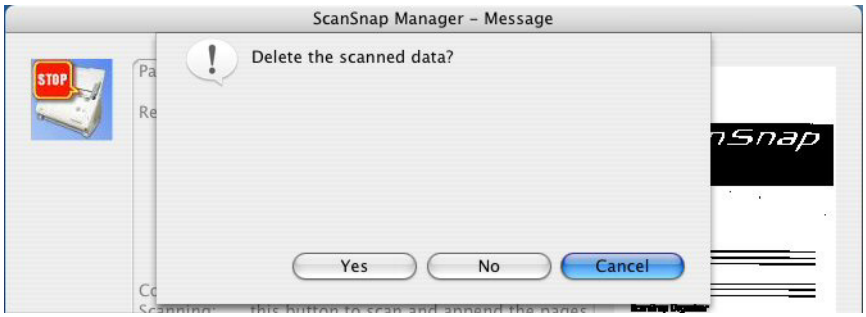
To continue scanning:

1. Check the last scanned page in the "Message" window.
2. Load the un-scanned pages back onto the ADF.
3. Click the [Continue scanning] button to restart the scanning.

To quit scanning:

1. Click the [Quit] button.

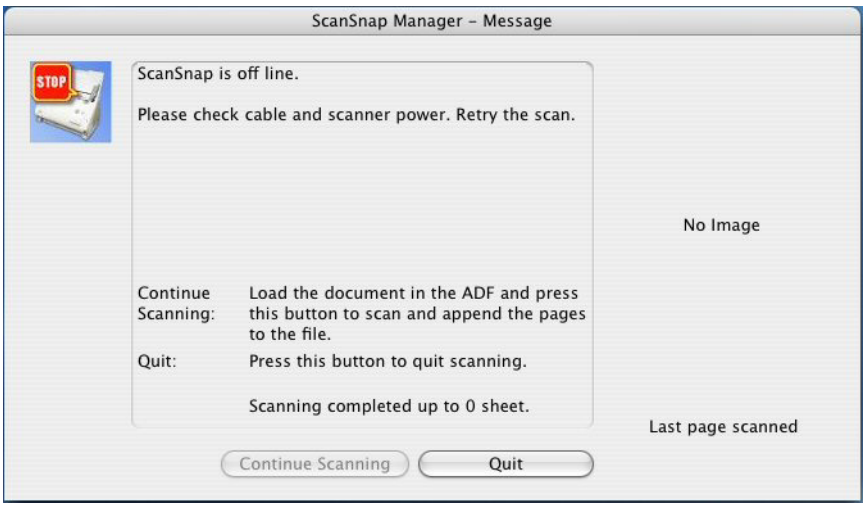
   ⇒ The following window appears.



2. Click the [Yes] button to delete the data of pages scanned before the error occurrence, or click the [No] button to save the data. (*Click the [Cancel] button to return to the previous window.)

ATTENTION

The [Continue Scanning] button may be grayed out as shown in the example below.


ScanSnap Manager – Message
ScanSnap is off line.
Please check cable and scanner power. Retry the scan.
No Image
Continue Scanning:
Load the document in the ADF and press this button to scan and append the pages to the file.
Quit:
Press this button to quit scanning.
Scanning completed up to 0 sheet.
Last page scanned
Continue Scanning
Quit

If this is the case, it is not possible to continue scanning.

■ Scanning Documents Using the Carrier Sheet

The Carrier Sheet is a plastic sheet for loading the document.

It allows you to scan documents that cannot be scanned as it is. The document of larger than A4 size, such as A3 and B4 sizes, can be scanned by folding it in half. Insert the folded document into the Carrier Sheet and scan it in duplex mode.

You can scan documents that can easily get scratched such as photographs or irregular-shaped documents difficult to load on the ScanSnap; for example, clippings of magazine and newspaper articles.

The following explains how to insert the document into the Carrier Sheet.

You can use the Carrier Sheet in two different modes according to the type of documents.

Create facing pages in one image (page 82)	Use this mode for scanning a document larger than A4 size such as A3 and B4 sizes. Fold the document in half, scan it in duplex scanning mode, and then merge both front and back side images to make a double-page spread image.
Create front and back images separately (page 88)	Use this mode for scanning a photograph when you do not want to get scratches on the photograph, or for scanning an irregular-shaped document such as the clipping of articles, which is difficult to scan as is. The scanned image is output in specified size.

- To use the Carrier Sheet, select [Automatic detection] in the Paper size drop-down list on the [Paper size] tab of the "Scan and Save Settings" window. When you scan the document in "Create facing pages in one image" mode, set the Scanning side to "Duplex Scan" on the [Scanning] tab of the "Scan and Save Settings" window. If you set the Scanning side to "Simplex Scan," the produced image is the same as the one produced in "Create front and back images separately" and "Simplex Scan" mode.
  For details on how to change the "Carrier Sheet" Settings, refer to section " [Paper size] tab" (page 53) .
- When the Carrier Sheet is used for scanning, continuous scanning is not possible. Scan one piece or one page at one time.

To "Create facing pages in one image"

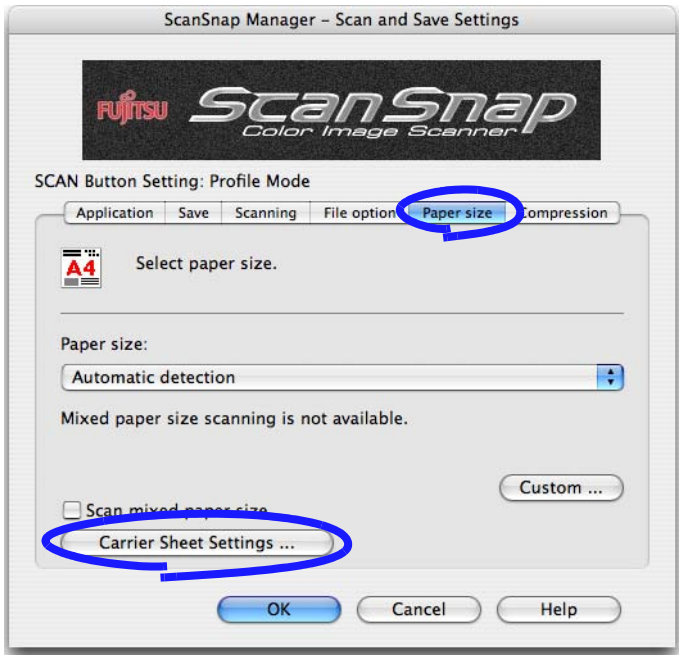
Use this mode for scanning a document larger than A4 size such as Double letter, A3, and B4 sizes. Fold the document in half, scan it in duplex scanning mode, and then merge both front and back side images to make a double-page spread image.

(You can also merge both front and back side images of a document smaller than A4 size to output a double-page spread image.)

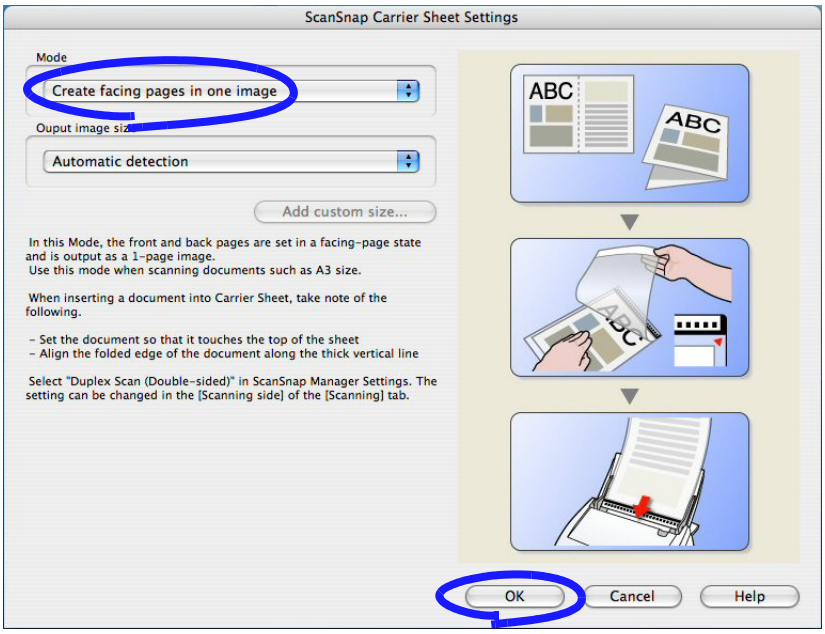
Operation

1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

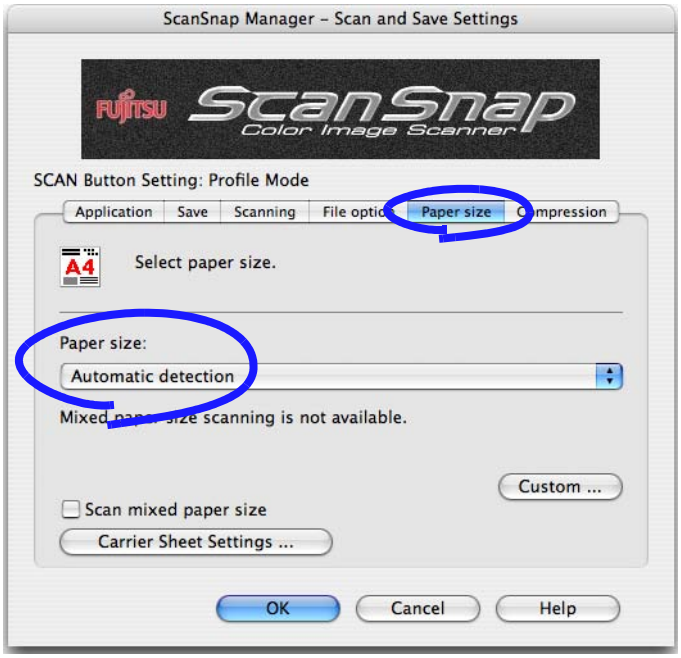
2. On the [Paper size] tab, click the [Carrier Sheet Settings] button.



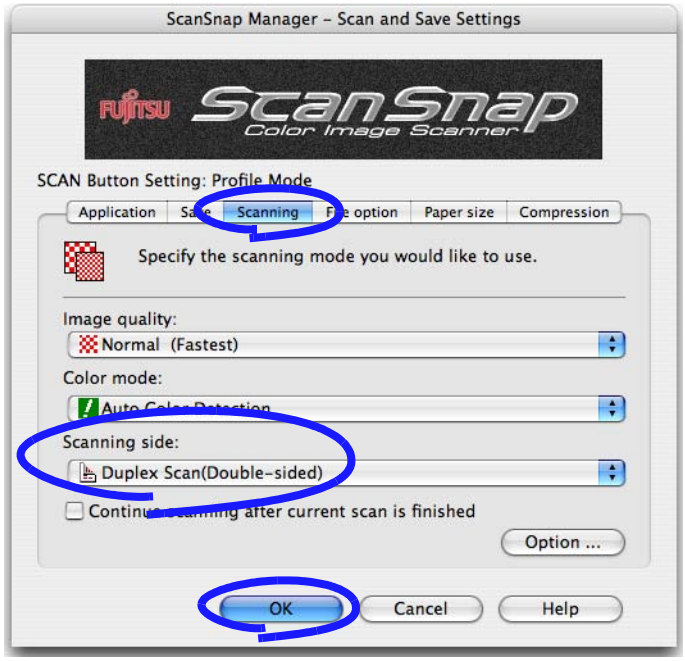
3. In the "ScanSnap Carrier Sheet Settings" window, select "Create facing pages in one image" in the "Mode" drop-down list, and then click the [OK] button.


ScanSnap Carrier Sheet Settings
Mode
Create facing pages in one image
Ouput image siz
Automatic detection
Add custom size...
In this Mode, the front and back pages are set in a facing-page state and is output as a 1-page image.
Use this mode when scanning documents such as A3 size.
When inserting a document into Carrier Sheet, take note of the following.
- Set the document so that it touches the top of the sheet
- Align the folded edge of the document along the thick vertical line
Select "Duplex Scan (Double-sided)" in ScanSnap Manager Settings. The setting can be changed in the [Scanning side] of the [Scanning] tab.
ABC
OK
Cancel
Help

4. Select "Automatic detection" in the "Paper size" drop-down list on the [Paper size] tab.

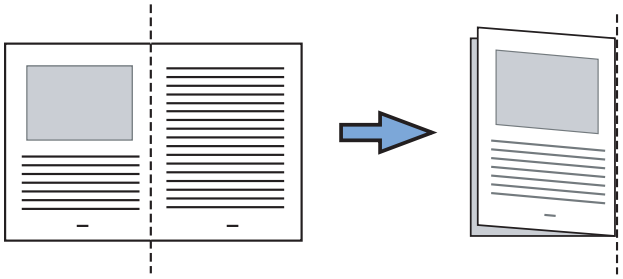


5. Select "Duplex Scan" in the "Scanning side" drop-down list on the [Scanning] tab, and click the [OK] button.



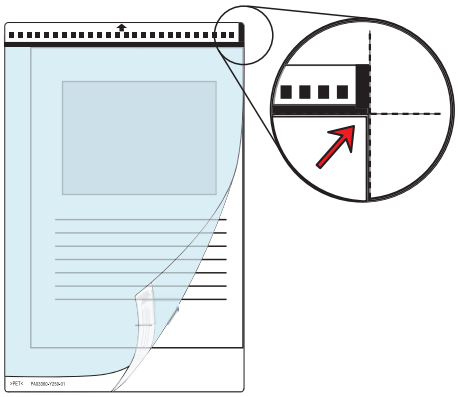
6. Fold the sheet to be scanned in half.

   Fold the sheet tightly and smooth out the crease. Otherwise, the sheet may be skewed during scanning.

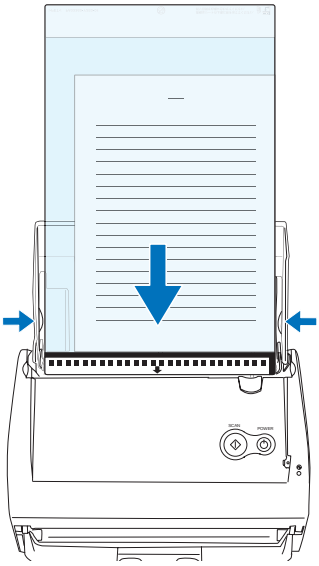


7. Open the Carrier Sheet and insert the document.

   Align the fold with the right edge of the Carrier Sheet so that the document fits into the Carrier Sheet at the upper corner.



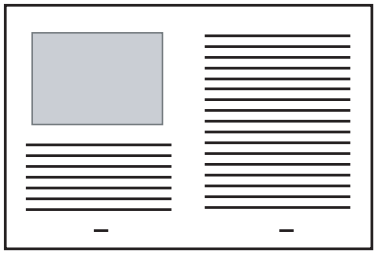
8. Load the Carrier Sheet onto the ScanSnap.
   - Load the Carrier Sheet with the portion striped in black and white as the leading edge as shown in the right figure.
   - Adjust the side guides to the width of the Carrier Sheet to avoid skewing.
   - When the Carrier Sheet is used for scanning, continuous scanning is not possible. Scan one piece or one sheet at one time.



9. Press the [SCAN] button

.

   ⇒ The front and back side images are merged into a double-page spread image.



- There may be a gap between the front and back side images, or a line may appear on the output image.
  When a sheet of thick paper is scanned, images on the both right and left side may be skewed to a trapezoidal shape.
  The degree of skewing varies depending on the condition of the document (how it is folded or loaded).
  Troubleshoot the problem as follows, and the situation may be improved.
  - Is the document neatly folded? If not, fold it neatly.
  - Is the edge of the document aligned with the edge of the Carrier Sheet? If not, align the document with the Carrier Sheet.
- When "Automatic detection" is selected from the "Output image size" drop-down list in the "Carrier Sheet Settings" window, the size of the produced image may be smaller than the original.
  (The image is output in A3, B4, or 11" x 17"size, whichever the smallest, so that all elements on the image are included.)
  Example: When you scan the A4 size image printed at the center of an A3 size paper
  ⇨ A B4 size image is output.
  To output an image in the original size, specify the document size in the "Output image size" drop-down list.

To "Create front and back images separately"

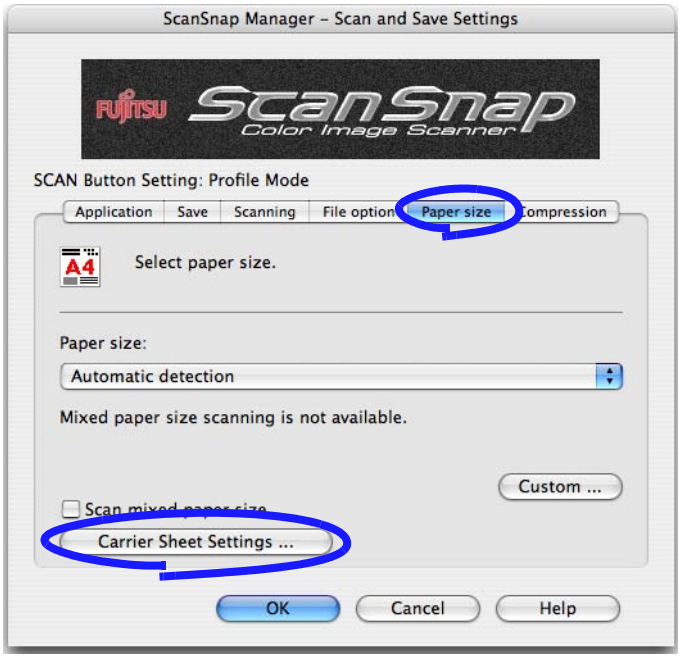
Use this mode for scanning a photograph with the Carrier Sheet when you do not want to get scratches on the photograph, or for scanning an irregular-shaped document such as the clipping of articles, which is difficult to scan as is.

Operation

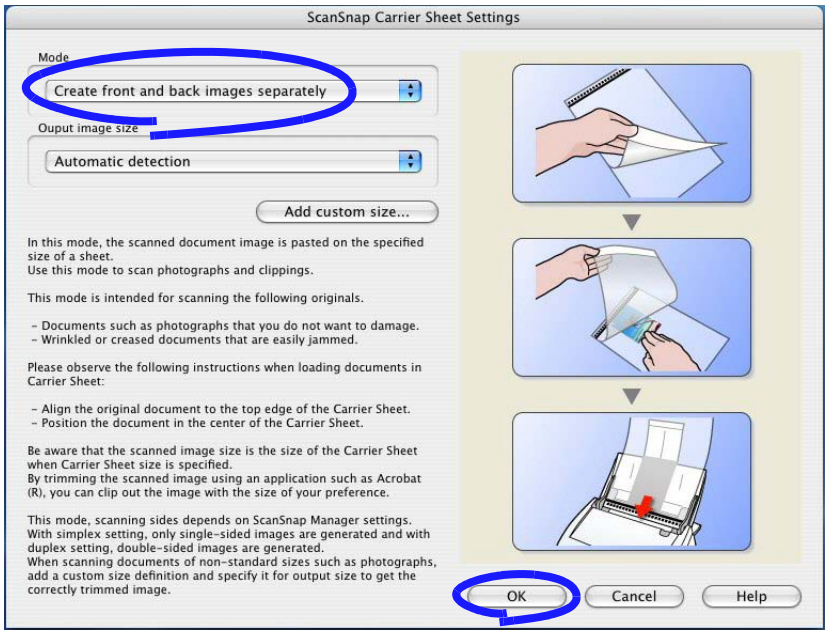
1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

⇒ The "Scan and Save Settings" window appears.

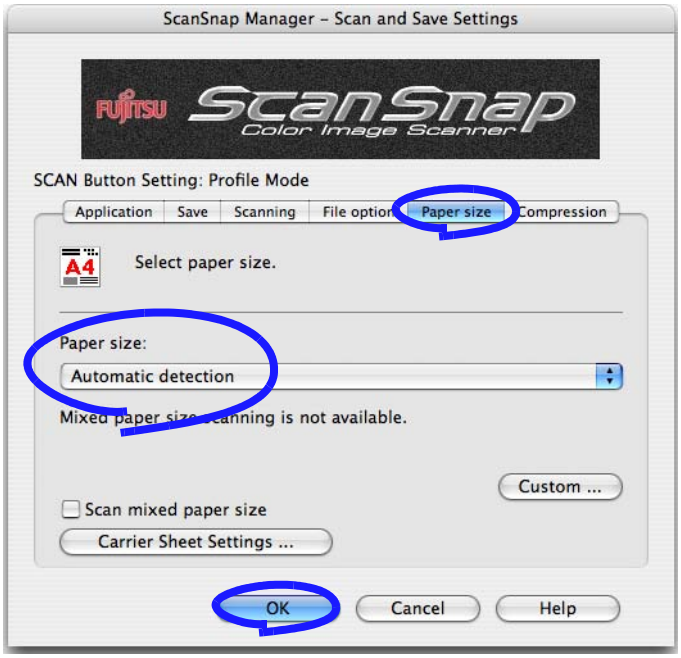
2. On the [Paper size] tab, click the [Carrier Sheet Settings] button.



3. On the "ScanSnap Carrier Sheet Settings" window, select "Create front and back images separately" in the "Mode" drop-down list, and then click the [OK] button.

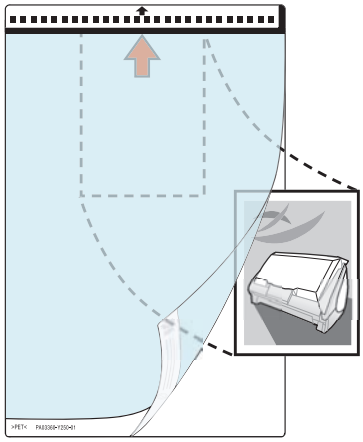

ScanSnap Carrier Sheet Settings
Mode
Create front and back images separately
Ouput image size
Automatic detection
Add custom size...
In this mode, the scanned document image is pasted on the specified size of a sheet.
Use this mode to scan photographs and clippings.
This mode is intended for scanning the following originals.
- Documents such as photographs that you do not want to damage.
- Wrinkled or creased documents that are easily jammed.
Please observe the following instructions when loading documents in Carrier Sheet:
- Align the original document to the top edge of the Carrier Sheet.
- Position the document in the center of the Carrier Sheet.
Be aware that the scanned image size is the size of the Carrier Sheet when Carrier Sheet size is specified.
By trimming the scanned image using an application such as Acrobat (R), you can clip out the image with the size of your preference.
This mode, scanning sides depends on ScanSnap Manager settings.
With simplex setting, only single-sided images are generated and with duplex setting, double-sided images are generated.
When scanning documents of non-standard sizes such as photographs, add a custom size definition and specify it for output size to get the correctly trimmed image.
OK
Cancel
Help

4. Select "Automatic detection" in the "Paper size" drop-down list on the [Paper size] tab.



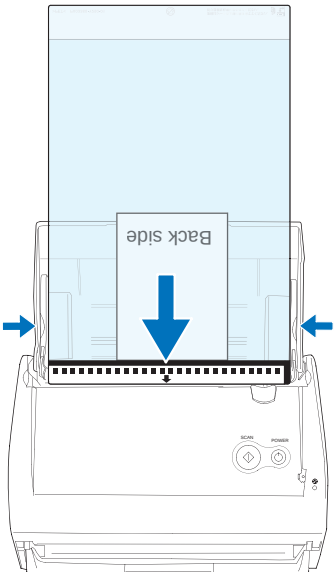
5. Open the Carrier Sheet and insert the material to scan.

   Neatly align the top of the material with the top of the Carrier Sheet.
   Center the material so that it is entirely contained in the Carrier Sheet.



6. Load the Carrier Sheet onto the ScanSnap.

   - Load the Carrier Sheet with the portion striped in black and white as the leading edge as shown in the right figure.
   - Place the Carrier Sheet so that the back side of it faces up.
   - Adjust the side guides to the width of the Carrier Sheet to avoid skewing.
   - When the Carrier Sheet is used for scanning, continuous scanning is not possible. Scan one piece or one sheet at one time.



7. Press the [SCAN] button

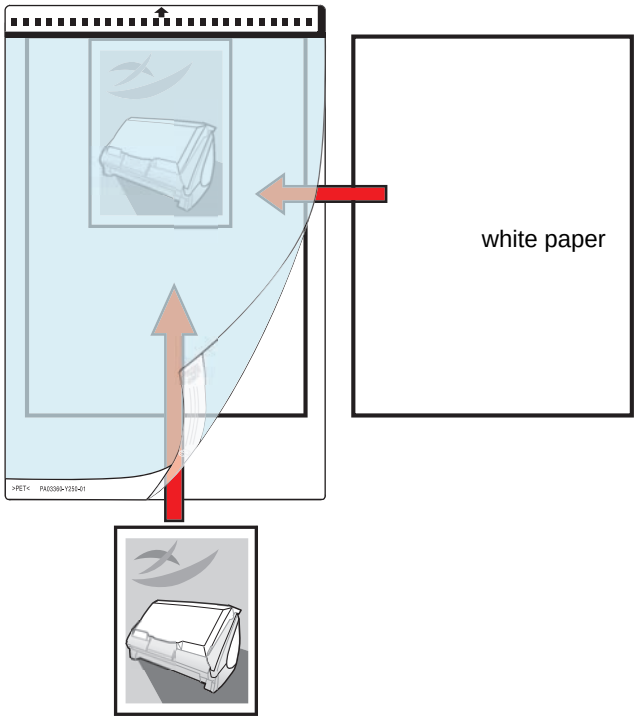
.

⇒ Scanning is started and the image data is generated in the specified size.

- The image is centered and output in the specified size.
  When "Automatic detection" is selected in the "Output image size" drop-down list of the "Carrier Sheet Settings" window, an optimal size is selected automatically from the available standard sizes (refer to page 57) and the image is output.
- In the "Carrier Sheet Settings" window, when "Automatic detection" is selected in the "Output image size" drop-down list, the size of the produced image may be smaller than the original.
  Example: When you scan the A5 size image printed at the center of an A4 size paper
  ⇨ A5 size image is output.
  To output an image in the original size, specify the document size in the "Output image size" drop-down list

If the following symptoms are observed, lay the material over a piece of white paper to scan.

- The output image is not in a suitable size (when [Automatic detection] is selected).
- The outline of the material is shaded.
- Black lines appear around the material cut out in an indefinite shape.



3.6 Saving Data in the Specified Folder

This section describes how to save image files scanned with the ScanSnap in a shared folder. By using this action, you can save image files scanned with the ScanSnap in a networked folder to share information among group members.

When you scan documents with the ScanSnap, image files are created and saved in a specified folder.
A function of launching an e-mail program to notify group members of additions to the folder is also available. In an e-mail message, paths to the folder are stated as shown in the figure below.

■ Operation using "Scan and Save Settings" window

1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that "Use Quick Menu" is unchecked. If it is checked, click "Use Quick Menu" to uncheck it.

2. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and click the "Settings..." menu. Select the [Application] tab in the "Scan and Save settings" window. Select "Scan2Folder" from the [Application:] list and press [OK].

3. Load the document on ScanSnap and press [SCAN] button.
   ⇒ The document is scanned and a preview window appears. Go to procedure 6 below to specify further settings.

If you select "Scan to File" (only save image data to file), the scanned image is saved to file after the scanning is complete. The scanning result is not displayed on screen. This setting is ideal when you do not have to confirm the scanning result every time a document is scanned.

■ Operations in Quick Menu

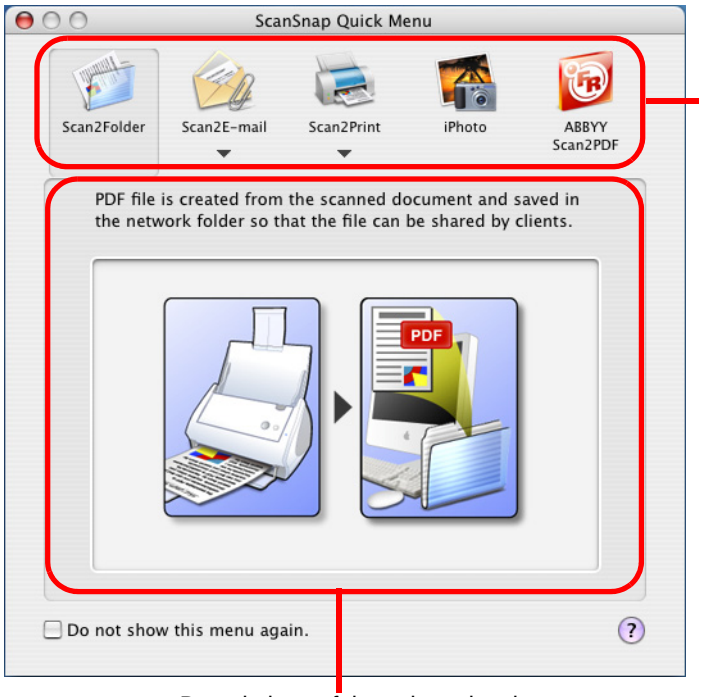
Operation

1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that "Use Quick Menu" is checked. If it is unchecked, click "Use Quick Menu" to check it.

2. Load the document on the ScanSnap.
   For details, refer to sections "3.2 Scanning Different Document Types" (page 33) and "3.3 Loading Documents" (page 36).

3. Press the [SCAN] button

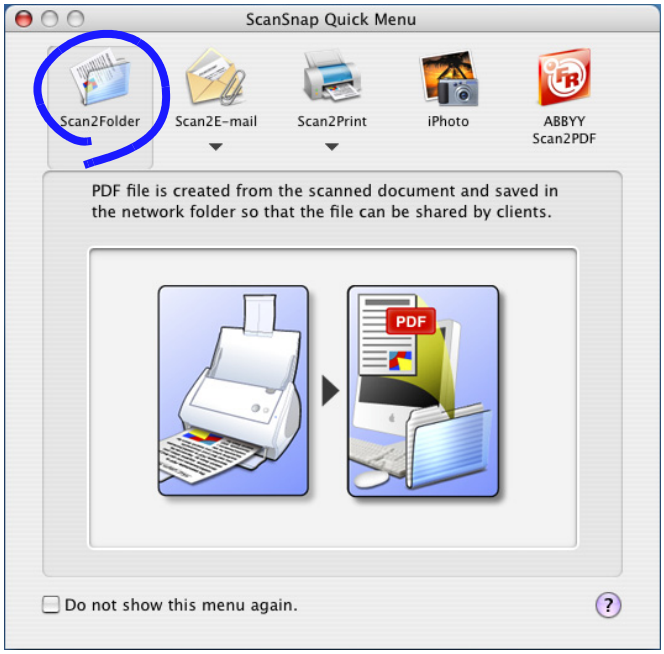
   .
   ⇒ Scanning is started.
   ⇒ When scanning is complete, the "ScanSnap Quick Menu" appears.



Operation

4. Place the mouse cursor on [Scan2Folder].
   ⇒ A description of the [Scan2Folder] action is displayed.

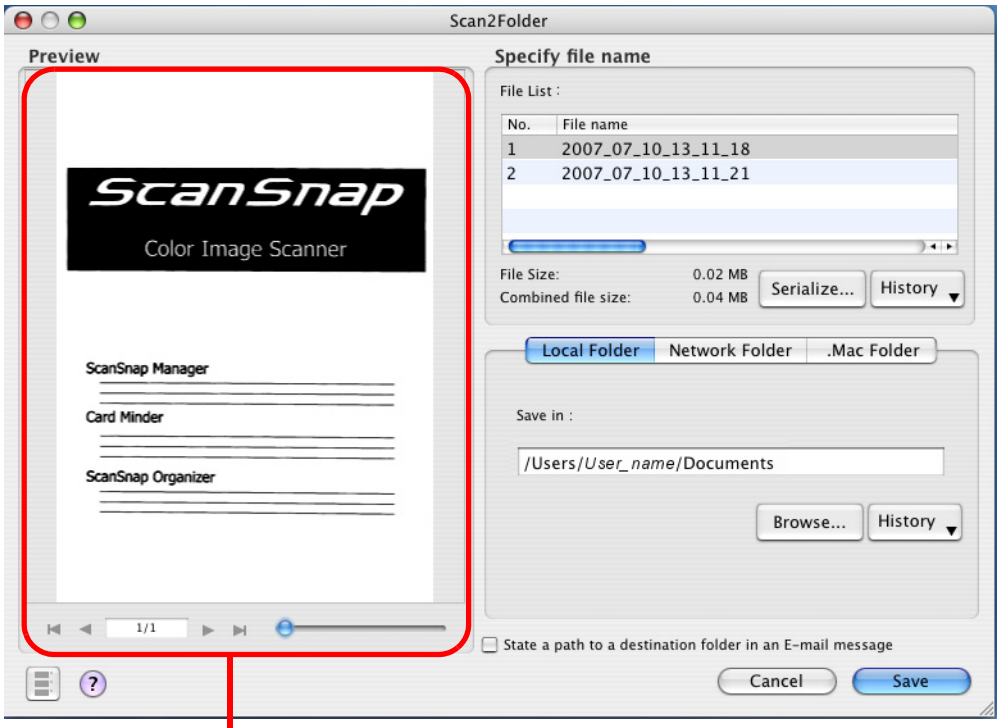
5. Click the [Scan2Folder] in the Action List.


ScanSnap Quick Menu
Scan2Folder
Scan2E-mail
Scan2Print
iPhoto
ABBYY Scan2PDF
PDF file is created from the scanned document and saved in the network folder so that the file can be shared by clients.
PDF
Do not show this menu again.

⇒ A preview window appears.

6. Verify a scanned image in the preview window.

You can also change file names and destination folders and specify whether to state a path to a destination folder in an e-mail message to notify other members of it.
Window size is scaled up or down by dragging the lower right corner of the "Scan2Folder" window with the mouse cursor. The previewed image is also scaled up or down according to the window size.



Preview Window

Preview Window

The image of the selected file is displayed.
You can use the following navigation controls for paging through documents:

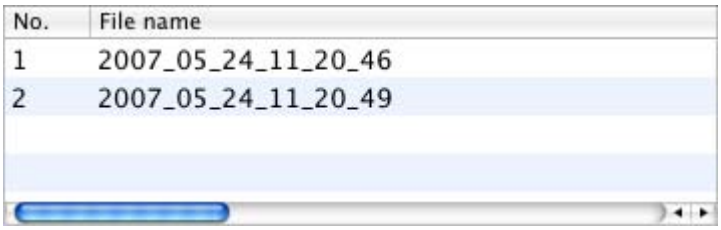
- : To go to the first page, click this First Page button.
- : To go to the previous page, click this Previous Page button.
- : To go to the next page, click this Next Page button.
- : To go to the last page, click this Last Page button.
- 1/1 : Current page number / Total page number
- :To zoom in/out.

Specify file name

The name of a selected file and the number and combined size of files are displayed under "Specify file name."
You can change file names and select a file to display.

File List

The currently selected file name is displayed.



You can type a file name in this combo box to change the file name.
Up to 100 characters can be used for a file name.

File Size

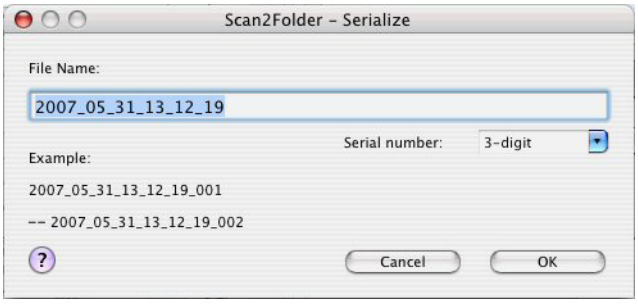
The size of selected file is displayed in megabytes.

Combined file size

The total size of files, including those created at the same time, is displayed in megabytes.

[Serialize] button

When multiple files are created at a scan, "_" and a serial number can be appended to each file name. Clicking this button displays the "Serialize" window. The [Serialize] button is available only when multiple files are created.



The "Serialize" window contains the following:

File Name

The file name specified in the preview window.

"Serial number" drop-down list

You can specify the number of digits from 1 to 6 in the "Serial number" drop-down list. Up to 100 characters (alphanumeric), including a serial number, can be used for a file name.

Example

An example file name according to the configured settings is shown. The file name is a name specified in the "File name" field, which is followed by "_" and a serial number.

[OK] button

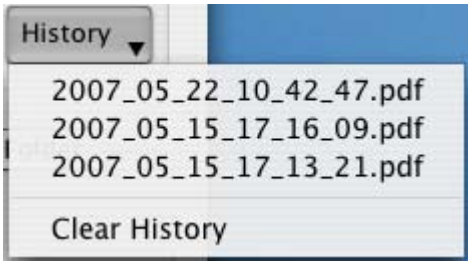
Clicking this confirms your preferences selected in this window.

[Cancel] button

Clicking this button cancels your preferences and returns you to the preview window.

[History] button

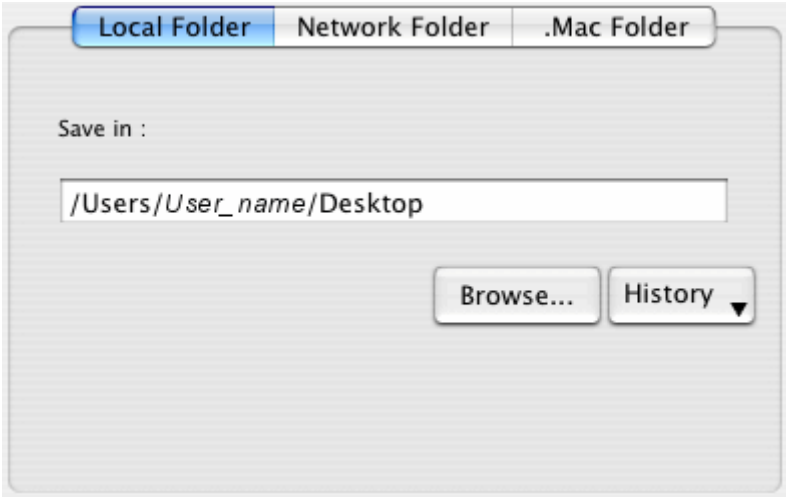
File names you have specified before are displayed in the "History" list; only file names you changed in the "File name" field are added to the list. (Up to 10 file names can be listed. When the 11th or later file name is specified, a file name is deleted in chronological order.)



Select a file name, and all file names listed in the "File name" drop-down list are changed to the selected file name.
Selecting [Clear History] deletes all file names in the list.

Local Folder

The destination folder of files is displayed. You can change destination folders in this field.



Save in

The full path of a folder in which selected files are saved is displayed; the path to the most recently saved folder is displayed as the default.You can also type in a full path to change the displayed one. Click the [Browse] button and display the "Select folder to Save" window to specify a different folder; the path to the selected folder is displayed in the field. You can name folders using up to 150 alphanumeric characters. Note that the full path name, including a file name, must be 220 alphanumeric characters or less and characters prohibited in the operating system cannot be used.

[Browse] button

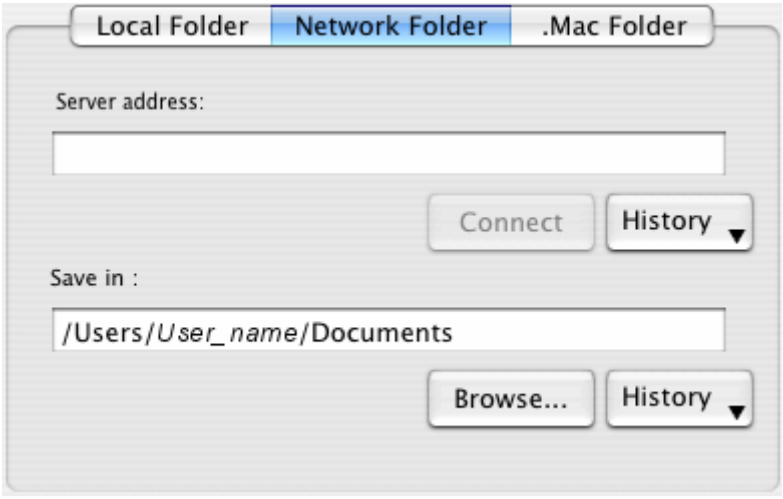
Clicking this button displays the "Select folder to Save" window; specify a destination folder in the window.

[History] button

When this button is clicked, a list of folder names are displayed; up to 10 file names that have been added are displayed in reverse chronological order. The names of folders specified before these 10 folders in the list are not displayed. Only folder names that have been changed using the "Save in " field are added to the "History" list. Select a folder name to display it in the "Save in " field. In addition, you can delete all folder names from the "History" list by selecting [Clear History] at the bottom of the "History" list.

Network Folder

The destination folder of files in the network is displayed. You can change destination folders in this field.



Server address

Specify the address of the server to connect to. You can specify following two types of servers.
afp://(Server name) : For Mac server
smb://(Server name) : For windows server

[Connect] button

Connects ScanSnap with the server specified in "Server address".

[History] button

A list of the servers that have been connected to ScanSnap before.

Save in

The full path of a folder in which selected files are saved is displayed; the path to the most recently saved folder is displayed as the default. You can also type in a full path to change the displayed one. Click the [Browse] button and display the "Select folder to Save" window to specify a different folder; the path to the selected folder is displayed in the field. You can name folders using up to 150 alphanumeric characters. Note that the full path name, including a file name, must be 220 alphanumeric characters or less and characters prohibited in the operating system cannot be used.

[Browse] button

Clicking this button displays the "Select folder to Save" window; specify a destination folder in the window.

[History] button

When this button is clicked, a list of folder names are displayed; up to 10 file names that have been added are displayed in reverse chronological order. The names of folders specified before these 10 folders in the list are not displayed. Only folder names that have been changed using the "Save in " field are added to the "History" list. Select a folder name to display it in the "Save in " field. In addition, you can delete all folder names from the "History" list by selecting [Clear History] at the bottom of the "History" list.

.Mac Folder

The destination folder in .Mac is displayed. You can change destination folders in this field.

.Mac Member Name

Input the member name to access .Mac.

Password

Input the password to access .Mac.

[Login] button

Press this button to login .Mac by the member name and the password specified above.

Save in

Specify a .Mac folder you use.

[Browse] button

Clicking this button displays the "Select folder to Save" window; specify a destination folder in the window.

Remember the password in the keychain

The password specified above is saved.

"State a path to a destination folder in an E-mail message" checkbox

After files are saved in a specified folder, an e-mail program is started with the path to the specified folder being stated in an e-mail message.

[Save] button

Clicking this button saves files using settings configured in this window.

[Cancel] button

Clicking this button cancels all changes made in this window and returns you to the previous window (the "ScanSnap Quick Menu" window).

[ ] button

Thumbnail view is extracted or retracted each time this button is pressed.

[ ] button

You can view Help topics related to the preview window.

7. Click the [Save] button

⇒ Files are saved in the specified folder.

⇒ When you mark the "State a path to a destination folder in an E-mail message" checkbox in this window, an e-mail message is created with the path to the destination folder being stated.

- When the "ScanSnap Quick Menu" is displayed, the ScanSnap does not work even if you press the [SCAN] button. Select one of actions in the menu and complete the action before scanning another document.
- Do not move, delete, or rename files in other applications after the "ScanSnap Quick Menu" is displayed and before the preview window is closed.

3.7 Sending Files by E-mail

This section describes how to send documents scanned with the ScanSnap by e-mail.

The following e-mail software is supported.

Mail

Microsoft® Entourage 2004 for Mac

■ Operation using "Scan and Save Settings" window

1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that the "Use Quick Menu" is unchecked. If it is checked, click "Use Quick Menu" to uncheck it.

2. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and click the "Settings..." menu. Select the [Application] tab in the "Scan and Save settings" window. Select "Scan2E-mail" from the [Application:] list and press [OK].

3. Load the document on ScanSnap and press [SCAN] button.
   ⇒ The document is scanned and a preview window appears. Go to procedure 8 below to specify further settings.

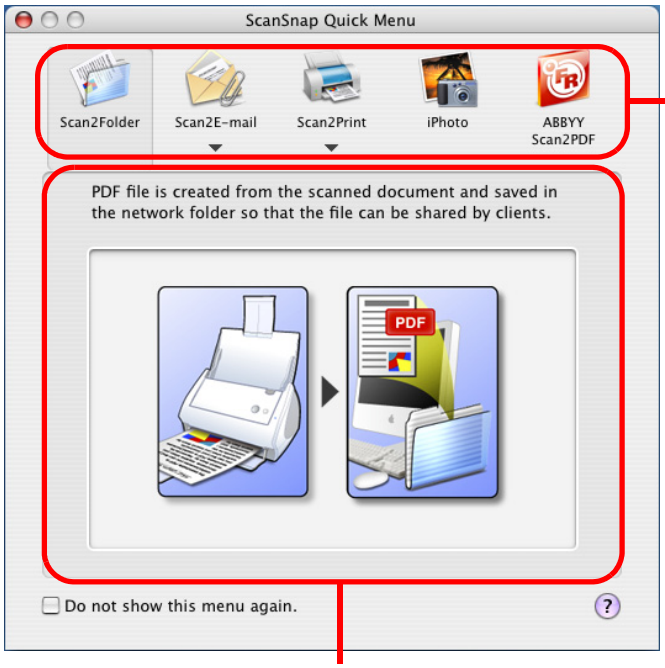
■ Operations in Quick Menu

1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that "Use Quick Menu" is checked. If it is unchecked, click "Use Quick Menu" to check it.

2. Load the document on the ScanSnap.
   For details, refer to section "3.2 Scanning Different Document Types" (page 33) and section "3.3 Loading Documents" (page 36).

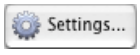
3. Press the [SCAN] button

   .
   ⇒ Scanning is started.
   ⇒ When scanning is complete, the "ScanSnap Quick Menu" appears.

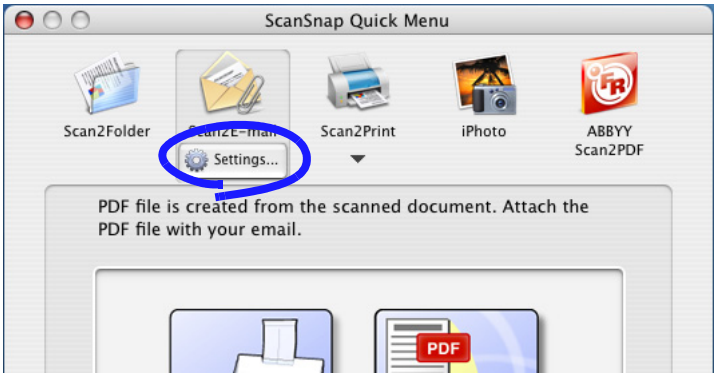

ScanSnap Quick Menu
Scan2Folder
Scan2E-mail
Scan2Print
iPhoto
ABBYY Scan2PDF
Action List
PDF file is created from the scanned document and saved in the network folder so that the file can be shared by clients.
PDF
Do not show this menu again.
Descriptions of the selected action

Operation

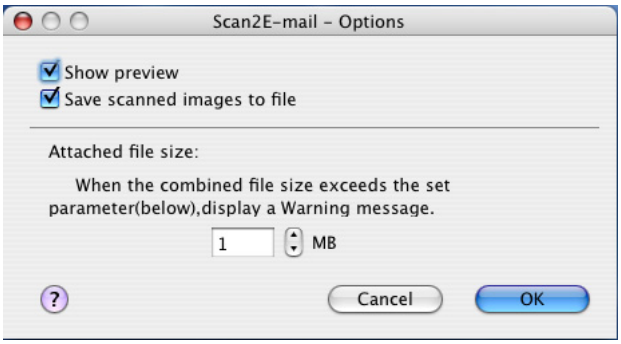
4. Place the mouse cursor on [Scan2E-mail].
   ⇒ A description of the [Scan2E-mail] action is displayed.

5. When you want to change settings on the [Scan2E-mail] action, place the mouse cursor on the (▼) mark, and then click the [Settings] button 

   (If you want to use default settings, go to step 6.)



   ⇒ The following window appears.



In this window, you can change settings on the [Scan2E-mail] action as follows:

"Show preview" checkbox

A preview window appears when scanning is complete.
You can visually check a scanned image before attaching it to an e-mail message.

"Save scanned images to file" checkbox

You can save PDF files attached to e-mail messages in a specified folder.
The attached PDF files are saved in a folder specified on the [Save] tab of the "Scan and Save Settings" window (page 44).

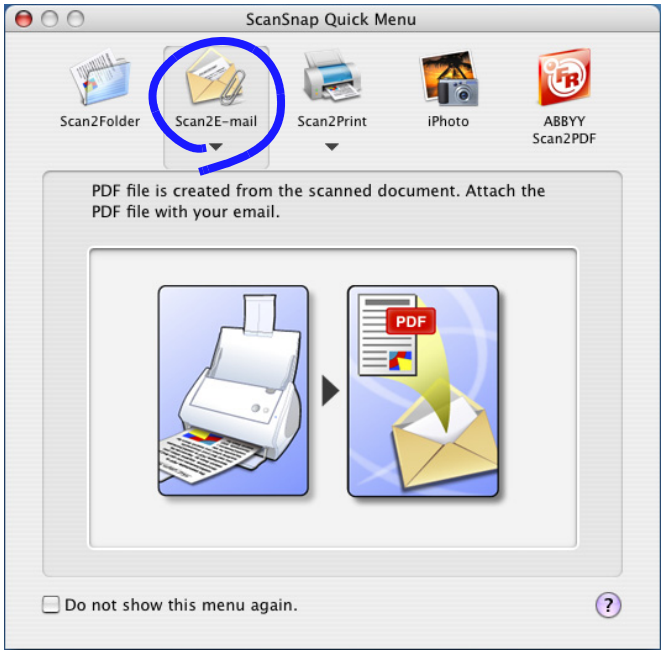
Attached file size

When attached file size exceeds a set parameter, a Warning message appears.
You can specify a parameter between 1MB and 10MB.
* Even if you see a Warning message, you can send attached files by e-mail. However, it is recommended that the attached file size be 2MB at the maximum (it depends on your system environment).

6. Click the [OK] button to close the "Scan2E-mail -Options" window.

Contact your e-mail service provider to find out the maximum document size that can be sent.

7. Click [Scan2E-mail] in the Action List.

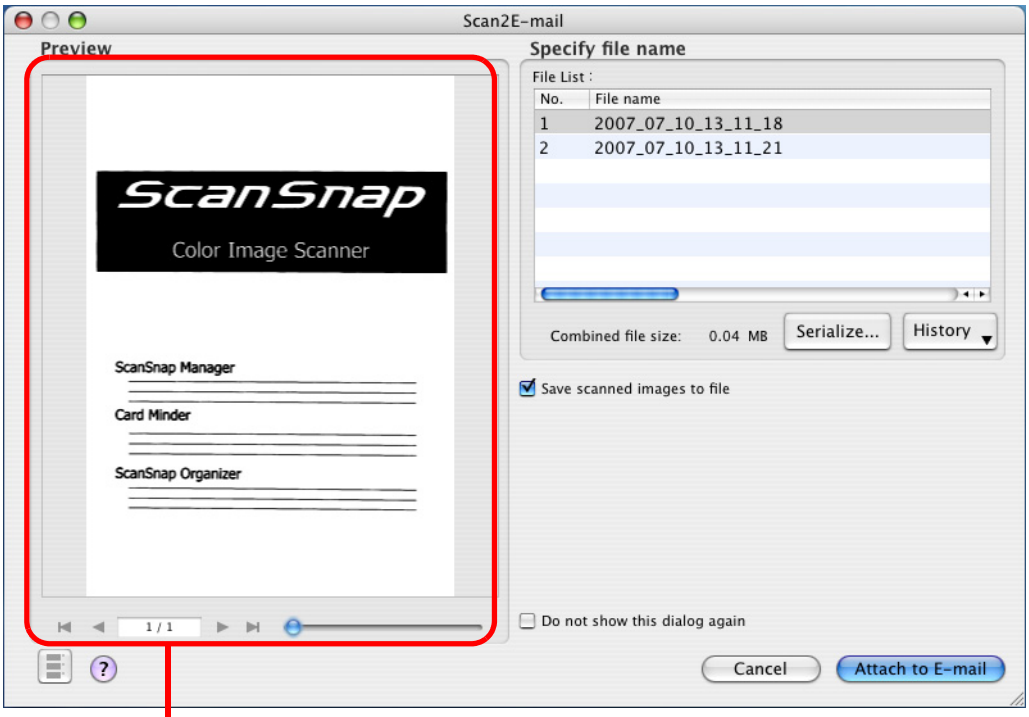


⇒ A preview window appears.

(You can change settings not to display a preview window.)

8. Verify a scanned image in the preview window.

You can also change file names and specify whether to save files sent by e-mail.
Window size is scaled up or down by dragging the lower right corner of the "Scan2E-mail" window with the mouse cursor. The previewed image is also scaled up or down according to the window size.



Preview Window

Preview Window

The image of the selected file is displayed.
You can use the following navigation controls for paging through documents:

: To go to the first page, click this First Page button.

: To go to the previous page, click this Previous Page button.

: To go to the next page, click this Next Page button.

: To go to the last page, click this Last Page button.

1/1 : Current page number / Total page number

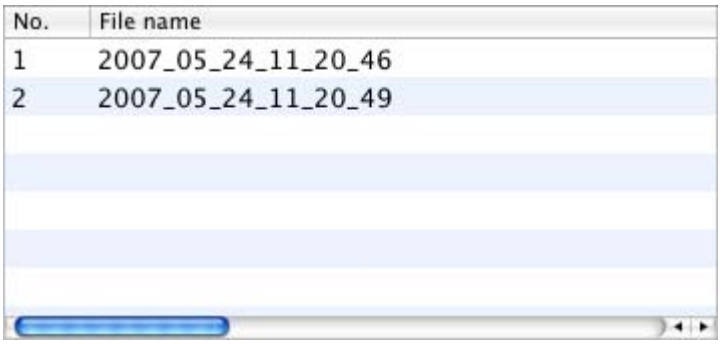
:To zoom in/out.

Specify file name

The name of a selected file and the number and combined size of files are displayed under "Specify file name."
You can change file names and select a file to display.

File List

The currently selected file name is displayed.



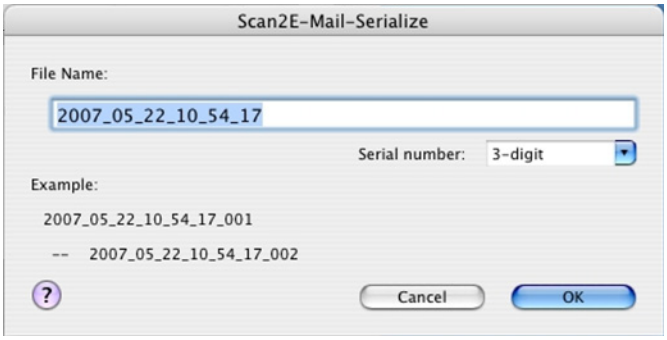
You can type a file name in this combo box to change the file name.
Up to 100 characters can be used for a file name.

Combined file size

The file size is displayed in megabytes. When there are multiple files, a combined file size is displayed.
(Depending on the e-mail program you are using, the size of the attached files in the e-mail program may differ from the file size displayed here. This is because each e-mail program uses a different computation method; the actual size is the same.)

[Serialize] button

When multiple files are created at a scan, "_" and a serial number can be appended to each file name. Clicking this button displays the "Serialize" window. The [Serialize] button is available only when multiple files are created.



The "Serialize" window contains the following:

File Name

The file name specified in the preview window.

"Serial number" drop-down list

You can specify the number of digits from 1 to 6 in the "Serial number" drop-down list. Up to 100 characters (alphanumeric), including a serial number, can be used for a file name.

Example

An example file name according to the configured settings is shown. The file name is a name specified in the "File name" field, which is followed by "_" and a serial number.

[OK] button

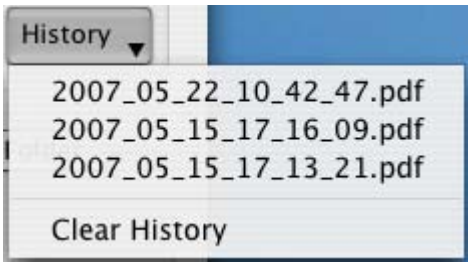
Clicking this confirms your preferences selected in this window.

[Cancel] button

Clicking this button cancels your preferences and returns you to the preview window.

[History] button

File names you have specified before are displayed in the "History" list; only file names you changed in the "File name" field are added to the list. (Up to 10 file names can be added to the list. When the 11th or later file name is specified, a file name is deleted in chronological order.)



Select a file name, and all file names listed in the "File name" drop-down list are changed to the selected file name.
Selecting [Clear History] deletes all file names in the list.

"Save scanned images to file" checkbox

You can save PDF files attached to e-mail messages in a specified folder.
The attached PDF files are saved in a folder specified on the [Save] tab of the "Scan and Save Settings" window (page 44).

"Do not show this dialog again" checkbox

You will not see the preview window from the next time.
You can skip step 7.

[Attach to E-mail] button

Clicking this button attaches files to an e-mail message using settings configured in this window.

[Cancel] button

Clicking this button cancels all changes made in this window and returns you to the previous window (the "ScanSnap Quick Menu" window).

[ ] button

Thumbnail view is extracted or retracted each time this button is pressed.

[ ] button

You can view Help topics related to the preview window.

9. Click the [Attach to E-mail] button.

   ⇒ An e-mail program is started with the selected files being attached to an e-mail message.

- When the "ScanSnap Quick Menu" is displayed, the ScanSnap does not work even if you press the [SCAN] button. Select one of actions in the menu and complete the action before scanning another document.
- Do not move, delete, or rename files in other applications after the "ScanSnap Quick Menu" is displayed and before the preview window is closed.
- The following e-mail software is supported.

  Mail

  Microsoft® Entourage 2004 for Mac

3.8 Using the ScanSnap as a Copy Machine

This section describes how to print scanned image files with a printer.
By printing scanned images directly from the ScanSnap, you can use the ScanSnap as a copy machine.

■ Operation using "Scan and Save Settings" window

1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that "Use Quick Menu" is unchecked. If it is checked, click "Use Quick Menu" to uncheck it.

2. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and click the "Settings..." menu. Select the [Application] tab in the "Scan and Save settings" window. Select "Scan2Print" from the [Application:] list and press [OK].

3. Load the document on ScanSnap and press [SCAN] button.
   ⇒ The document is scanned and a printer setting window appears. Go to procedure 8 below to specify further settings.

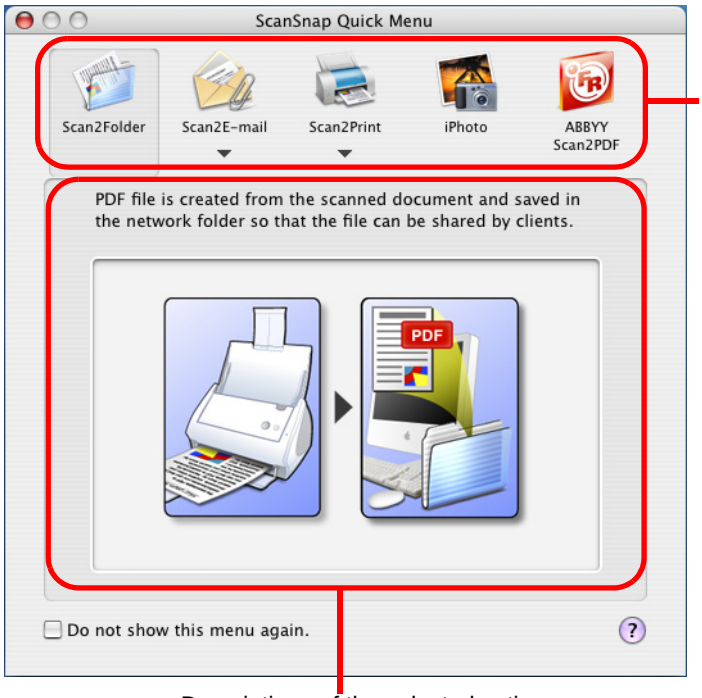
■ Operations in Quick Menu

1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that "Use Quick Menu" is checked. If it is unchecked, click "Use Quick Menu" to check it.

2. Load the document on the ScanSnap.
   For details, refer to section "3.2 Scanning Different Document Types" (page 33) and section "3.3 Loading Documents" (page 36).

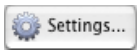
3. Press the [SCAN] button

.
   ⇒ Scanning is started.
   ⇒ When scanning is complete, the "ScanSnap Quick Menu" appears.

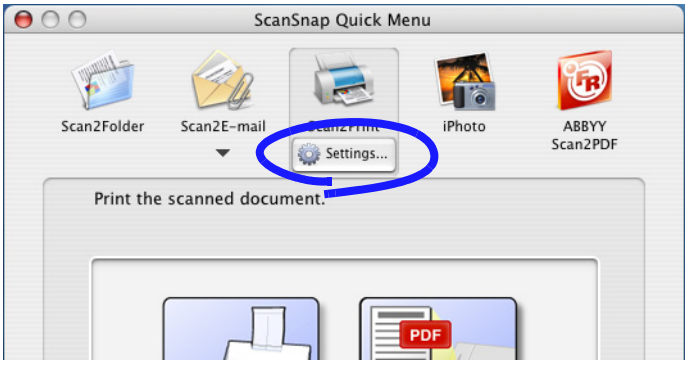

ScanSnap Quick Menu
Scan2Folder
Scan2E-mail
Scan2Print
iPhoto
ABBYY Scan2PDF
Action List
PDF file is created from the scanned document and saved in the network folder so that the file can be shared by clients.
PDF
Do not show this menu again.
Descriptions of the selected action

Operation

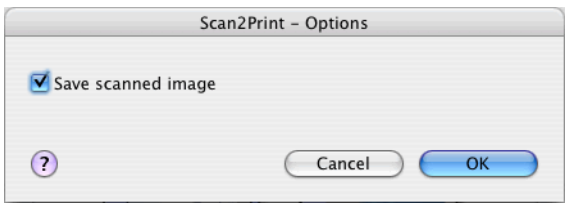
4. Place the mouse cursor on [Scan2Print].
   ⇒ A description of the [Scan2Print] action is displayed.

5. When you want to change settings on the [Scan2Print] action, place the cursor on the (▼) mark, and then click the [Settings] button 

   (If you want to use default settings, go to step 6.)



   ⇒ The following window appears.



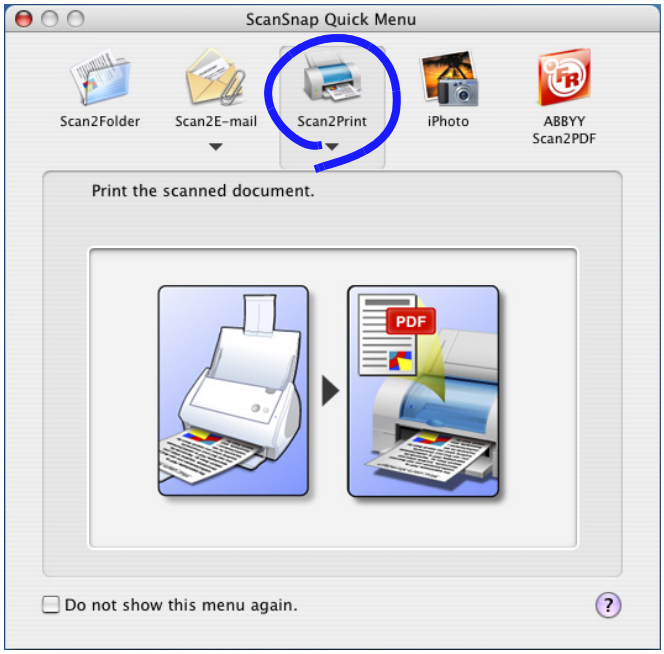
In this window, you can change settings on the [Scan2Print] action as follows:

"Save scanned image" checkbox

Printed document images are saved in PDF format.
PDF files are saved in a folder specified in the "Image saving folder" drop-down list on the [Save] tab of the "Scan and Save Settings" window (page 44).
(By default, this checkbox is not marked.)

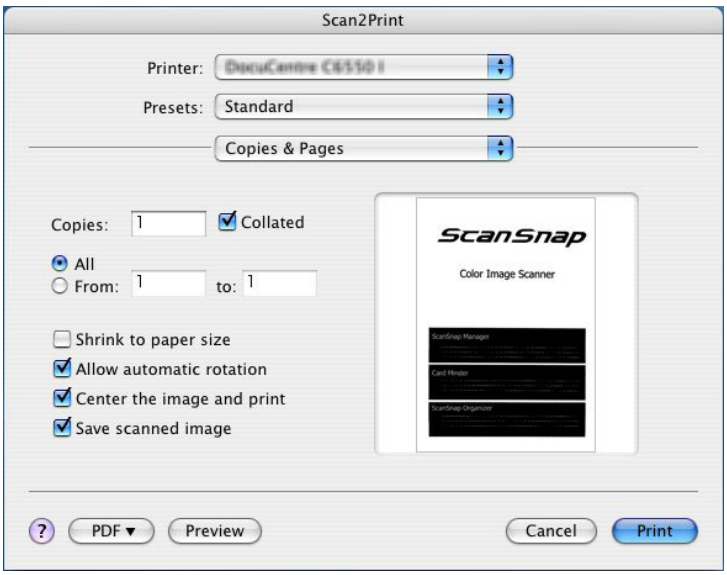
6. Click the [OK] button to close the "Scan2Print - Options" window.

7. Click [Scan2Print] in the Action List.



⇒ The "Scan2Print" window appears.

8. Change settings for printing, and then click the [Print] button.



Printer

The currently selected printer is displayed.Select a printer to use.

Presets

Specify how the scanned document should be processed.

Other print options can be specified next. The following items can be specified for "Copies & Pages".

Copies

You can specify the number of copies you want to print.
Select a number between 1 and 99.

Collated

Check when the document will be collated.

All/From

Specify where to print all or part of the scanned document.

"Shrink to paper size" checkbox

When this is checked, images larger than the paper are scaled down to the size of the paper, so that the whole image can be printed on one sheet of paper. When this is unchecked, images are printed in their original size.

"Allow automatic rotation" checkbox

Images are rotated according to the length-to-width ratio of images so that they can be printed in either portrait orientation or landscape orientation, whichever best fits.

"Center the image and print" checkbox

Images are centered and printed.

"Save scanned image" checkbox

PDF files are saved in a folder specified in the "Image saving folder" drop-down list on the [Save] tab of the "Scan and Save Settings" window (page 44).

[Print] button

Clicking this button prints images using settings configured in this window.

[Cancel] button

Clicking this button cancels all changes made in this window and returns you to the previous window (the "ScanSnap Quick Menu" window).

[PDF] button

Specify the PDF format type the create.

[Preview] button

Select this button to open a preview window. You can check the details of the scanned document and start printing.

[ ] button

You can view Help topics related to the "Scan2Print" window.

- Once the "ScanSnap Quick Menu" is displayed, the ScanSnap does not work until the "Scan2Print" window is closed, even if you press the [SCAN] button. Complete the action before scanning another document.
- Do not move, delete, or rename files in other applications after the "ScanSnap Quick Menu" is displayed and before the "Scan2Print" window is closed.

3.9 Sending Data to iPhoto

This section describes how to store the scanned data in iPhoto.

■ Operation using "Scan and Save Settings" window

1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that the "Use Quick Menu" is unchecked. If it is checked, click "Use Quick Menu" to uncheck it.

2. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and click the "Settings..." menu. Select the [Application] tab in the "Scan and Save settings" window. Select "iPhoto" from the [Application:] list and press [OK].

3. Load the document on ScanSnap and press the [SCAN] button.
   ⇒ The document is scanned and the iPhoto window with scanned data appears.

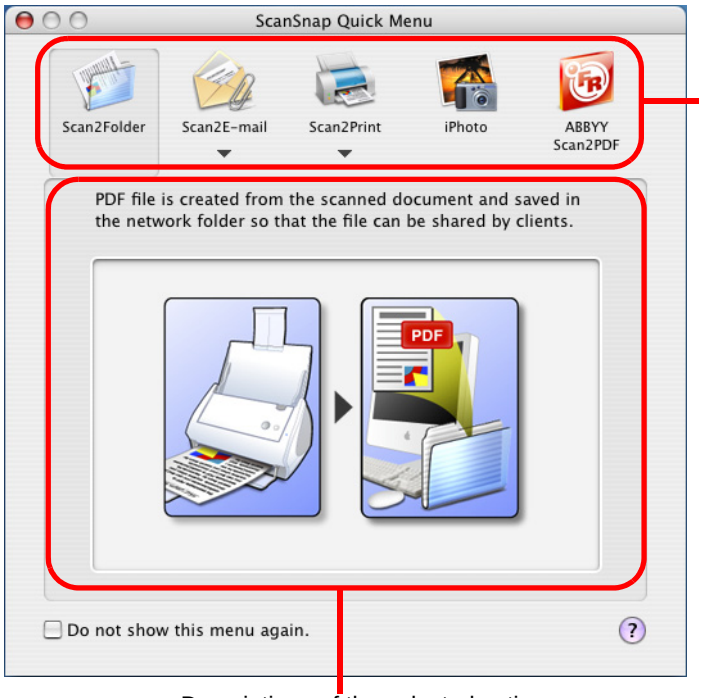
■ Operations in Quick Menu

1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that "Use Quick Menu" is checked. If it is unchecked, click "Use Quick Menu" to check it.

2. Load the document on the ScanSnap.
   For details, refer to section "3.2 Scanning Different Document Types" (page 33) and section "3.3 Loading Documents" (page 36).

3. Press the [SCAN] button

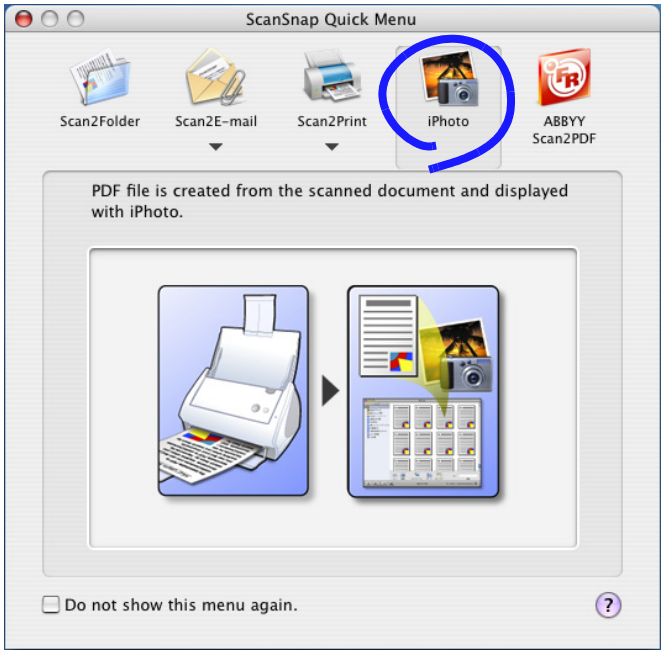
.
   ⇒ Scanning is started.
   ⇒ When scanning is complete, the "ScanSnap Quick Menu" appears.


ScanSnap Quick Menu
Scan2Folder
Scan2E-mail
Scan2Print
iPhoto
ABBYY Scan2PDF
PDF file is created from the scanned document and saved in the network folder so that the file can be shared by clients.
PDF
Do not show this menu again.
Action List
Descriptions of the selected action

Operation

4. Place the mouse cursor on [iPhoto].
   ⇒ A description of the [iPhoto] action is displayed.

5. Click [iPhoto] in the Action List.



⇒ The "iPhoto" window appears.

6. Verify a scanned image in the window.

- If the "ScanSnap Quick Menu" is displayed, the ScanSnap will not work. Close the "ScanSnap Quick Menu" before scanning another document.
- Do not move, delete, or rename files in other applications when the "ScanSnap Quick Menu" is displayed.

3.10 Converting Scanned Images into Searchable PDF Files

This section describes how to convert scanned images into searchable PDF file format through OCR (Optical Character Recognition).

You can use the OCR function of ABBYY FineReader for ScanSnap supplied with the scanner to extract character information from the scanned images and convert it to character format to produce a searchable PDF file.

■ Operations from the "Scan and Save Settings" window

1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that the "Use Quick Menu" is unchecked. If it is checked, click "Use Quick Menu" to uncheck it.

2. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and click the "Settings..." menu. Select the [Application] tab in the "Scan and Save settings" window. Select "ABBYY Scan2PDF" from the [Application:] list and press [OK].

3. Load the document on ScanSnap and press [SCAN] button.
   ⇒ The document is scanned and converted. The converted data is saved in the folder specified by the [Save] tab on "Scan and Save Settings" window.

■ Operations in Quick Menu

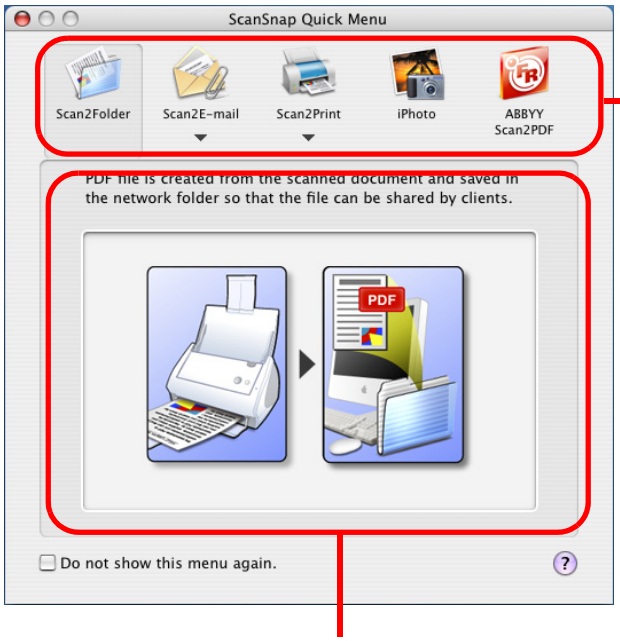
1. Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that "Use Quick Menu" is checked. If it is unchecked, click "Use Quick Menu" to check it.

2. Load the document on the ScanSnap.
   For details, refer to section "3.2 Scanning Different Document Types" (page 33) and section "3.3 Loading Documents" (page 36).

3. Press the [SCAN] button

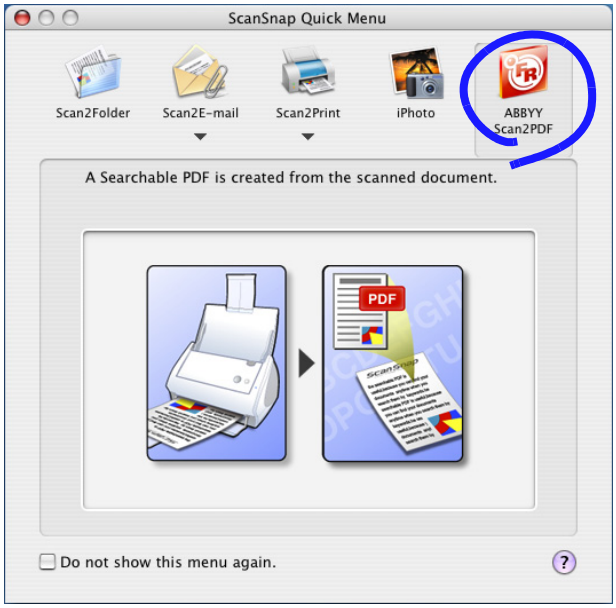
   .
   ⇒ Scanning is started.

⇒ When scanning is complete, the "ScanSnap Quick Menu" appears.

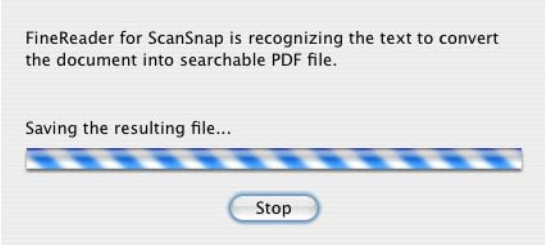

ScanSnap Quick Menu
Scan2Folder
Scan2E-mail
Scan2Print
iPhoto
ABBYY Scan2PDF
Action List
PDF file is created from the scanned document and saved in the network folder so that the file can be shared by clients.
PDF
Do not show this menu again.
Descriptions of the selected action

Operation

4. Click [ABBYY Scan2PDF] in the Action List.



⇒ The following window appears and the conversion starts.


FineReader for ScanSnap is recognizing the text to convert the document into searchable PDF file.
Saving the resulting file...
Stop

⇒ When the conversion is complete, the converted PDF file is saved in the folder specified with the [Save] tab in the "Scan and Save Settings" window.

HINT

With ABBYY FineReader for ScanSnap, you can convert a scanned PDF file into a searchable PDF file.
For details, refer to ABBYY FineReader for ScanSnap Help. To display the Help, select [ABBYY FineReader for ScanSnap] from the [Help] menu.

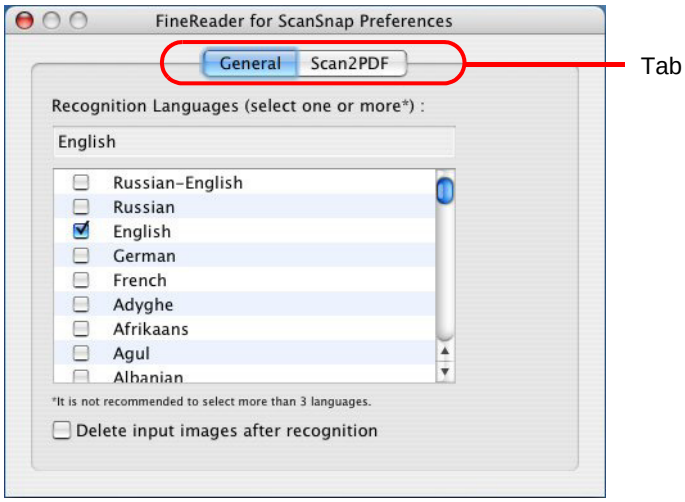
ATTENTION

- If the "ScanSnap Quick Menu" is displayed, the ScanSnap will not work. Close the "ScanSnap Quick Menu" before scanning another document.
- Do not move, delete, or rename files in other applications when the "ScanSnap Quick Menu" is displayed.
- The ScanSnap may fail to correctly recognize the following types of documents (characters) as text. However, by changing the Color mode and/or improving Image quality for scanning, such documents may be successfully text-recognized.
  - Handwritten documents
  - Documents scanned in low quality, including smaller characters
  - Skewed documents
  - ScanSnap Manager automatically rotates the image data.
    If this process failed and the image was incorrectly rotated by 90, 180 or 270 degrees, an error may occur due to recognition failure.
  - Documents written in languages other than the specified language for text recognition
  - Superscript/subscript letters and complex mathematical formulas
  - Characters are written against an unevenly-colored or patterned background
    - Characters to which effects (Shadow, Outline, and the like) are applied
    - Shaded characters
  - Documents of complex layout as well as documents including unreadable characters (due to print-through or smudges)
    (It may take longer to scan the documents described above.)
- Do not start a new "Scan2PDF" operation until the recognition of the previous Scan2PDF ends. Otherwise, the newest PDF file is saved but the recognition process does not occur, and the following error message may appear.
  "Can't open files while the recognition is under way.
  Please wait until the recognition process is finished and then try again."
  If this message appears, you can start recognition of the PDF file by dragging and dropping it onto the [ABBYY FineReader for ScanSnap] icon.

■ About Settings on ABBYY FineReader for ScanSnap

If you want to change the settings for conversion to PDF file format, use the "FineReader for ScanSnap Preferences" window.

From the [Applications] folder, select [FineReader for ScanSnap]; the following window appears.



- [General] tab →page 121
- [Scan2PDF] tab →page 122

■ [General] tab

You can configure general settings on ABBYY FineReader for ScanSnap. On this tab, you can specify "Recognition languages" for conversion to a searchable PDF file and whether to "Delete scanned images after recognition."

Recognition Language

Select a language for text recognition from the checkbox list. Text in multiple languages (for example, English and French) can be recognized in ABBYY FineReader for ScanSnap.
Scroll through the list and check the languages you want to use.

"Delete input images after recognition" checkbox

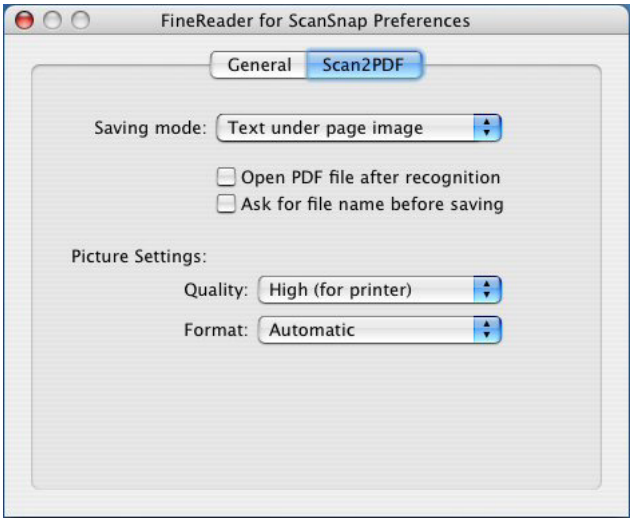
If marked, images scanned with the ScanSnap (in PDF format) are deleted after they are converted into a searchable PDF file format.

HINT

- When documents are scanned with the ScanSnap, scanned images are created in PDF format. ABBYY FineReader for ScanSnap text-recognizes the scanned images in PDF format and converts into a searchable PDF file format. If you want to keep scanned images in PDF format before recognition, clear this checkbox.
- Depending on qualities and settings, scanned images may be misrecognized. It is recommended that this checkbox be cleared unless otherwise needed.

■ [Scan2PDF] tab

You can configure advanced settings on conversion to a searchable PDF file.



Saving mode:

"Text under page image"

Saves a whole page as an image, and saves the recognized text as hidden text under the image.

"Text and pictures only"

Saves text and image separately.

Picture settings:

Quality

Set the quality for saving. Select one of the following values:
High (for Printer) :If you are planning to print the recognition results.
Medium (for Screen):If the recognition results are intended for viewing on a PC screen.
Low (for Web) :If you are planning to place the recognition results on the Web.

Format

Select one of the following compression mode when saving images (non-text part) of the file:
Automatic
Color (for photos)
Gray (for photos)
Color (for documents)
Gray (for documents)
Black and White (CCITT Group 4)

"Open PDF file after recognition" checkbox

Opens the PDF file with Adobe® Acrobat®, Adobe® Reader® or the Preview window after conversion.

"Ask for file name before saving" checkbox

Specify a file name for the scanned document and a folder to save the file.

If you leave this checkbox unmarked, "processed by FineReader" will be appended to the file name string specified on ScanSnap Manager. The file is saved in a folder specified on ScanSnap Manager.

Chapter 4

Uninstalling ScanSnap

The "Uninstallation" process removes the ScanSnap program files, which are installed on your computer, from the hard disk and restores the system environment to its original state.
This chapter describes how to uninstall ScanSnap.

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4.1 Uninstalling Supplied Programs 126

4.1 Uninstalling Supplied Programs

Follow the procedure below to uninstall ScanSnap Manager.

■ To uninstall ScanSnap Manager in Mac OS X v10.2

1. Start your computer.
2. Quit ScanSnap Manager; all users must quit those running applications.

   (Click and hold the mouse button on the ScanSnap Manager icon , and select "Quit" from the displayed menu.)
3. If the ScanSnap Manager icon still remains on the Dock menu, drag the ScanSnap Manager icon into the Trash.
4. From the Apple ( ) menu, select "System Preferences."

   ⇒ The "System Preferences" window appears.
5. Select "Login Items."

   ⇒ The "Login Items" window is displayed and all the applications logged in are displayed.
6. Select "ScanSnap Manager" to delete it.
7. Click the [Remove] button.

   ⇒ "ScanSnap Manager" is deleted from the list.
8. Close the "Login Items" window.
9. Log in as the computer Administrator, and then, with Finder, select the folder in which ScanSnap is installed (generally, you can find "ScanSnap" in the "Applications" window), and drag it into the Trash.
10. In a multi-user environment, every user must perform steps 3 to 8.
11. Empty the Trash.

    ⇒ "ScanSnap Manager" is uninstalled.

■ To uninstall ScanSnap Manager in Mac OS X v10.3/v10.4

1. Start your computer.
2. Quit ScanSnap Manager; all users must quit those running applications.

   (Click and hold the mouse button on the ScanSnap Manager icon , and select "Quit" from the displayed menu.)
3. If the ScanSnap Manager icon still remains on the Dock menu, drag the ScanSnap Manager icon into the Trash.
4. From the Apple ( ) menu, select "System Preferences."
5. In the "System Preferences" window, select "Accounts."
   ⇒ The "Accounts" window appears.
6. In the "Accounts" window, select the relevant user from the "My Account" pane.
7. In the "Accounts" window, click "Login Items" (if your OS is Mac OS X v10.4) or "Startup Item" (if your OS is Mac OS X v10.3).
   ⇒ In the "Login Items" (Mac OS X v10.4) pane or the "Startup Items" (Mac OS X v10.3) pane, a list of all applications that automatically start at a login is displayed.
8. Select "ScanSnap Manager" to delete it.
9. Click (-).
   ⇒ "ScanSnap Manager" is deleted from the list.
10. Close the "Accounts" window.
11. Log in as the computer Administrator. With Finder, select the folder in which ScanSnap is installed (generally, you can find "ScanSnap" in the "Applications" window.) and drag it into the Trash.
12. In a multi-user environment, every user must perform steps 3 to 10.
13. Empty the Trash.

Chapter 5

Troubleshooting

This chapter describes how to remove jammed documents and troubleshoot other problems.

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5.2 Troubleshooting Checklist..... 132

5.1 Clearing Document Jams

Cautions in clearing a paper jam are as follows:

CAUTION

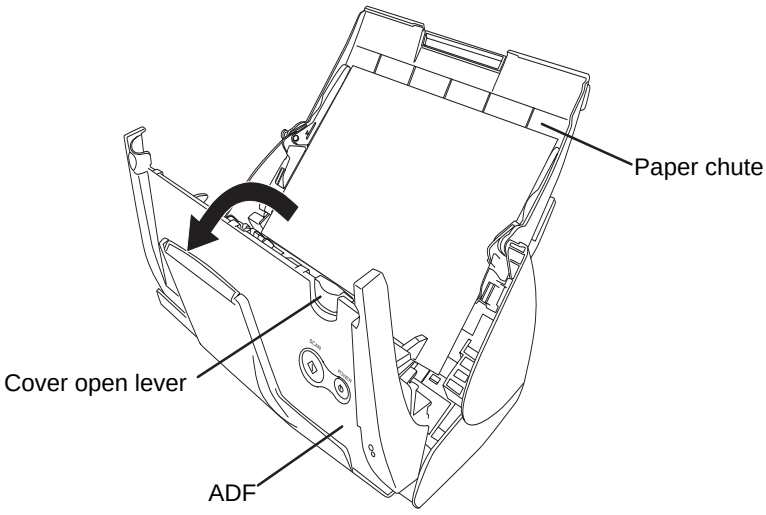
- Do not pull out the jammed paper by force; be sure to open the ADF before removing the jammed document.
- Do not touch sharp objects inside the scanner when removing jammed paper or you might be injured.
- When removing the jammed paper, be careful not to get your necktie or necklace entangled in the scanner.
- The surface of the ADF glass can become very hot during operation. Take care not to get burned.

HINT

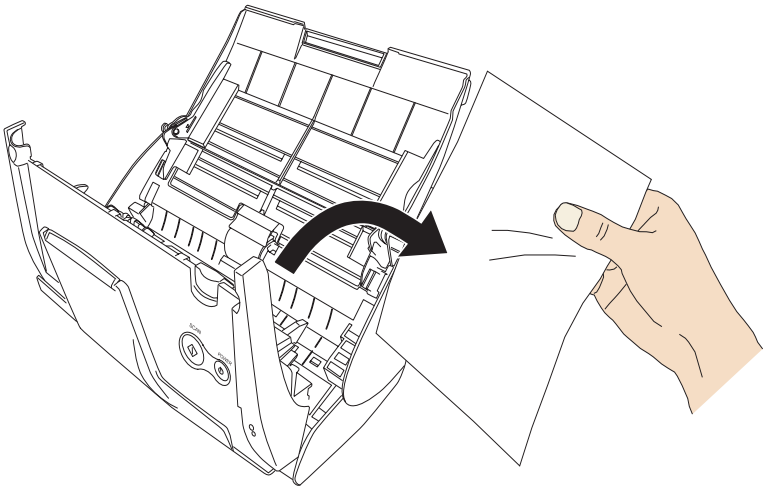
Clean the inside of the scanner, following the guidelines in section "6.3 Cleaning the Inside of the Scanner" (page 142).

Operation

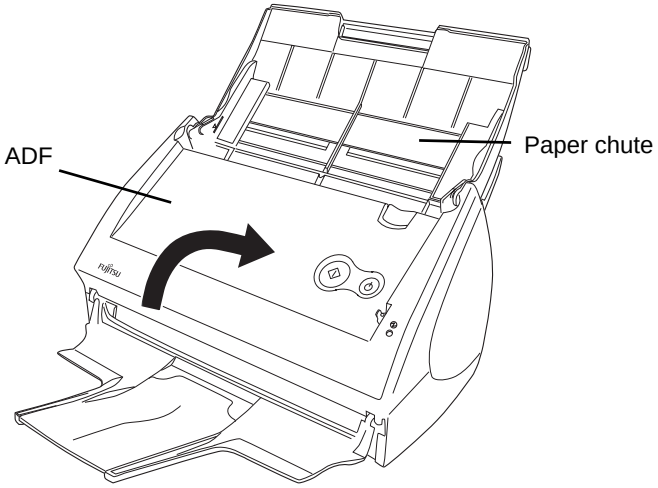
1. Remove the document on the paper chute.
2. Pull the cover open lever to open the ADF.



3. Remove the jammed paper.



4. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

ATTENTION

Make sure that the ADF is firmly closed. Otherwise, paper jams or other feeding errors may occur.

5.2 Troubleshooting Checklist

This section describes common problems that may occur during the use of ScanSnap and how to solve them.
Check the items as described in the following table before requesting repair service.
If you cannot solve the problem even after checking the following items, contact an authorized FUJITSU scanner service provider.

Symptom	Check The Item Out	Resolution
The scanner cannot be turned on.	Is the AC/USB cable and the AC adapter connected correctly?	Connect the AC/USB cable and AC adapter correctly.
		Disconnect and then re-connect the AC cable and AC adapter.
	Is the paper chute closed? (The scanner is automatically powered on/off when the paper chute is opened/closed.)	Open the paper chute.
	Is the Mac OS started completely? (This scanner is powered on/off in conjunction with the computer.)	Wait until Mac OS X is started up completely. The ⏻ LED stays out while Mac OS X is starting up or in the sleep mode.
	Did you press the [POWER] button unintentionally to turn off the scanner? (Pressing the [POWER] button turns off the scanner even if the paper chute is open.)	Press the [POWER] button for more than 1 second.

Symptom	Check The Item Out	Resolution
Scanning does not start.	Is the USB cable connected correctly?	Connect the USB cable correctly. (When a hub is used, check the hub's power supply.)
	Is the ⏻ LED light blinking?	Disconnect and then re-connect the AC cable and AC adapter. (Wait at least 5 seconds before reconnecting the AC or USB cable.)
	Is ScanSnap Manager surely started? (If ScanSnap Manager is active, the ScanSnap Manager icon with a triangle below it appears in the Dock menu.)	If the ScanSnap Manager icon is not displayed, with Finder, select the destination folder where ScanSnap is installed (generally, you can find "ScanSnap" in "Applications"), and then select "ScanSnap Manager" to start up "ScanSnap Manager."
	Is ScanSnap Manager running normally? (If ScanSnap Manager is not running normally, the ScanSnap Manager icon in the Dock menu is in the not-ready state .) Depending on the features of the computer, the scanner may not be recognized shortly after the power is turned on back if the computer goes into the sleep mode before turning off the power.	Perform the following: 1. Disconnect and re-connect the AC cable and AC adapter. If doing so does not improve the situation, perform step 2. 2. If a USB hub is being used, directly connect ScanSnap to your computer. If this does not improve the situation, perform step 3. 3. Restart your computer. If none of the above operations resolves the problem, uninstall and re-install ScanSnap Manager.
	Did you resume the computer from the hibernation state?	When you perform scanning after resuming the computer from the hibernation state, move the mouse or press any key before scanning.
Vertical lines appear in the scanned image.	Is the inside of the ADF dirty?	Clean the inside of the ADF following the instructions in chapter "6 Daily Care" (page 139).
The scanned image shifts or is distorted.	Is the document loaded correctly?	Load the document correctly, referring section "3.3 Loading Documents" (page 36).
The scanned image is too light or too dark.	In B&W scanning, is the "Brightness (Black and White scanning only)" setting set to extremely Light or Dark?	Adjust "Brightness" in the "Read Mode Option" window, which you can open by clicking the [Option] button on the [Scanning] tab in the "Scan and Save Settings" window.

Symptom	Check The Item Out	Resolution
Thin lines are faint on the document. (Example: The ruled lines of the table are invisible.)	Are you scanning documents including typed text, tables with ruled lines, or handwritten text in color mode?	The color mode is used for capturing color images such as the photo in high quality. For other documents including textual content, mark the "Setting for text only document" checkbox, which is in the "Read Mode Option" window, which can be opened by clicking the [Option] button on the [Scanning] tab of the "Scan and Save Settings" window.
The scanning speed is very slow.	Does your computer satisfy the recommended system requirements?	Confirm the system requirements, referring "Before Installing ScanSnap Manager" (page 6). Scanning speed will slow down if the recommended CPU and memory requirements are not met. If this is the case, in the "Scan and Save Settings" window, select the [Scanning] tab, click the [Option] button, and then clear the following checkbox in the "Read Mode Option" window to increase the scanning speed. • Correct skewed character strings automatically • Allow automatic image rotation
	Is the scanner connected via USB 1.1 port? Note: If USB 1.1 port is used, scanning speed may be very slow when a large amount of data is transferred.	If your computer has an USB 2.0 port, connect the scanner to this port. (If a USB hub is used, it must also support USB 2.0.) If a 1.1 device is on a 2.0 hub, it can low all of the devices.(*1)
Multi-feeds (*2) occur frequently.	Is the Pad ASSY dirty?	Clean the pad following the instructions in section "6.3 Cleaning the Inside of the Scanner" (page 142).
	Is the Pad ASSY worn?	Replace the Pad ASSY following the instructions in section "7.2 Replacing the Pad ASSY" (page 150).
	Is the document stack thicker than 0.2 in. (5mm)?	Reduce the number of sheets to less than 0.2 in. (5mm) thick and load the document.

Symptom	Check The Item Out	Resolution
Sheets of paper are not fed (stops midway).	Is the Pick roller dirty?	Clean the Pick roller following the instructions in section "6.3 Cleaning the Inside of the Scanner" (page 142).
	Is the Pick roller worn?	Replace the Pick roller following the instructions in "7.3 Replacing the Pick Roller" (page 153).
	Are there any foreign materials on the document feed path?	Remove any foreign materials from the document feed path. Refer to "5.1 Clearing Document Jams" (page 130).
	Does the loaded document satisfy the conditions described in section "Scanning Different Document Types" (page 33)? If not, they may not pass smoothly through the ADF.	Try the following: • Slightly press down the first sheet of the document with your finger at the beginning of scanning. • Change the sheet feeding direction.
The file size of a scanned black-and-white image is the same as that of a color document.	Is the black-and-white document scanned in the color mode?	Select "B&W" from the "Color mode" drop-down list on the [Scanning] tab of the "Scan and Save Settings" window.
Images on the back-side of the pages, which are printed-through, are overlaid on the scanned image when scanning a double-sided document (print through).	Is the "Setting for text only document" checkbox (which is in the "Read Mode Option" window opened by clicking the [Option] button on the [Scanning] tab of the "Scan and Save Settings" window) cleared?	Mark the "Setting for text only document" checkbox.
Scanned images are not displayed on the screen (when "Allow automatic blank page removal" is enabled).	When "Allow automatic blank page removal" is enabled, almost blank documents with only a few characters may be accidentally recognized as blank pages and removed from the scanned image data.	In the "Scan and Save Settings" window, select the [Scanning] tab, click the [Option] button, and then clear the "Allow automatic blank page removal" checkbox.
Scanned images are skewed (when "Correct skewed character strings automatically" is enabled).	Are the document skewed +/-5 degrees or more while it is fed into the ADF?	This deskew function can correct a skew of less than +/-5 degrees. Load the document onto the scanner using the side guide so that the document skew does not exceed this limit.
	Depending on the contents of the document, the automatic image deskew may not work properly.	Refer to ""Correct skewed character strings automatically" checkbox" (page 49)

Symptom	Check The Item Out	Resolution
The orientation of scanned images is not displayed correctly (when "Allow automatic image rotation" is enable.)	Depending on the contents of the document, the automatic image rotation may not work properly.	For information about the "Allow automatic image rotation" checkbox, refer to "Correcting the orientation of scanned image" (page 70)
Letters on the scanned images cannot be read.	Have you scanned documents written in small letters?	When small letters are squashed, select "Best" or "Excellent" in the Image quality drop-down list on the [Scanning] tab of the "Scan and Save Settings" window, and then re-scan the document. Note: If you scan the document in the Excellent quality, the data size of the scanned image increases and thus time required for scanning is lengthened.
The document is not fed properly or gets jammed.	1. Is the inside of the scanner dirty? 2. Are you scanning one of the following? Thin paper Torn paper Folded paper	1. Clean the dirty locations. 2. Use the Carrier Sheet for each page if you have difficulties feeding the document.
When the document is scanned with the Carrier Sheet, a message, "Document size incorrect," appears.	Did you put multiple small-size materials (pictures/post cards) in Carrier Sheet for scanning?	Put only one small-size document (photo/post card) into the Carrier Sheet per scan.
When the document is scanned with the Carrier Sheet, a paper jam occurs frequently.	--	Feed about 50 sheets of PPC paper or recycled paper, and then scan the document by using Carrier Sheet, "You can use either unused or used PPC/ recycled paper.
Black lines are produced on the scanned document.	Is the scanned documents written with pencil?	It is recommended the Carrier Sheet be used for scanning. If you are not using Carrier Sheet for scanning such documents, clean rollers as often as possible. For information about how to clean rollers, refer to "6.3 Cleaning the Inside of the Scanner" (page 142).
The scanned image is chipped/Slant lines are produced on the scanned image/The output image is wider than the original.	With "Automatic detection" being selected in the "Paper size" drop-down list, was the document skewed during a scan?	Neatly align the edges of paper sheets with Side Guide. * If you are scanning documents of mixed paper sizes, marking the "Scan mixed paper size" checkbox [See "Scanning documents of different widths or sizes at a time" (page 72)], carefully load smaller documents so that they can be fed straight. If those documents cannot be fed straight, it is recommended to scan only documents of about the same size at a time.

Symptom	Check The Item Out	Resolution
The "ScanSnap Quick Menu" is hidden	Click and hold down the mouse button over the ScanSnap Manager icon in the Dock menu, and confirm that the "Use Quick Menu" is unchecked.	If it is unchecked, click "Use Quick Menu" to check it.
Files created by using the ScanSnap cannot be opened with a specified application. (For example, an error occurs when you try to open a PDF file with Adobe Acrobat.)	Is a folder specified as the image saving folder on another personal computer or a hard disk on the network? For those who answered "Yes" to the above question: did an error occur while files scanned with the ScanSnap were being saved (because, for example, a LAN cable came off)? If such network-related errors occur, files may not be saved properly, and corrupted files may exist in the folder.	Verify the location of the image saving folder, and then delete corrupted files, if any. After that, retry scanning.

(*1): To confirm whether the scanner is connected with USB1.1 or USB2.0, click and hold the mouse button on the ScanSnap Manager icon , select [Help] - [About ScanSnap Manager], then click [Detail] button on "Version Information" window. "USB type" is displayed in "Scanner and driver information."

(*2): The term "Multi-feed" refers to an error in which two or more sheets are fed into the scanner simultaneously.

* The latest information, which is updated on an as-needed basis, is available at the FAQ corner of our website. Please visit the website at:
http://scansnap.fujitsu.com/

Chapter 6

Daily Care

This chapter describes how to clean ScanSnap.

WARNING

Fire/Electric Shock

Before you clean the scanner, turn off the scanner and disconnect the AC adapter from the power outlet.

6

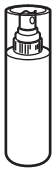
6.1 Cleaning Materials 140

6.2 Cleaning the Scanner Exterior & Stacker 141

6.3 Cleaning the Inside of the Scanner 142

6.4 Cleaning the Carrier Sheet 146

6.1 Cleaning Materials

Cleaning Materials	Parts No.	Remarks
Cleaner F1 	PA03950-0352	1 bottle (100ml) Moisten a cloth with this fluid and wipe the scanner clean. (*1) (*2)
Cleaning wipe	PA03950-0419	1pack (24 sheets) (*3)
Lint-free dry cloth	Commercially available. (*4)	

*1) To purchase cleaning materials, contact the FUJITSU scanner dealer where you purchased the scanner.

*2) It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the scanner parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.

*3) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.

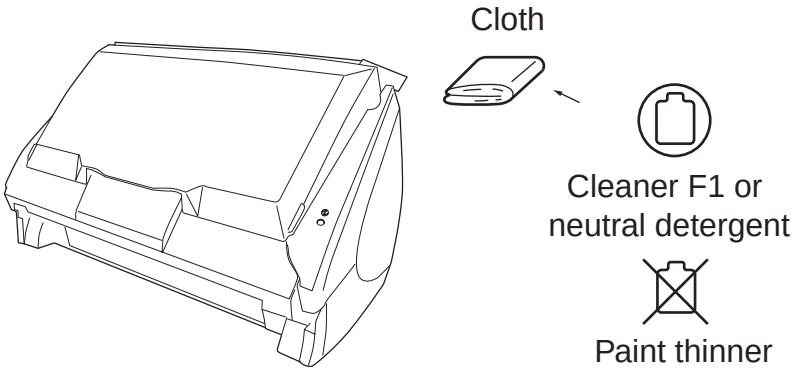
*4) Any lint-free cloth can be used.

6.2 Cleaning the Scanner Exterior & Stacker

Clean the scanner exterior and the stacker with a cloth moistened with a small amount of Cleaner F1 or any neutral detergent.

ATTENTION

- Do not use paint thinner or other organic solvents.
- When cleaning, prevent water or moisture from getting inside the scanner.
- Do not use compressed air; using it may cause dirt and dust to enter the scanner, which may result in scanner failure and malfunction.



6.3 Cleaning the Inside of the Scanner

Clean the inside of the scanner with a cloth moistened with Cleaner F1.
After the scanner has been in use for a period of time, its inside will be contaminated with paper debris and dust. The accumulation of debris and dust may cause scanning problems.
As a guideline, clean the ADF at least every 1,000 scans. Note that this depends on the type of the documents scanned. For example, the ADF must be cleaned more frequently if documents are scanned when the ink has not been sufficiently fixed on the paper.
Clean the ADF according to the following procedure. (Refer to the illustrations on the following page.)

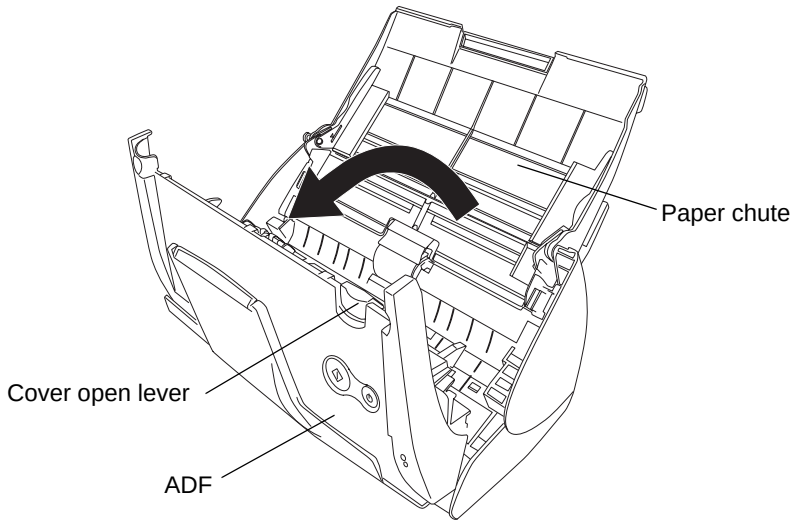
⚠ CAUTION

The glass surface inside the ADF becomes hot during the scanner operation.
Before you start cleaning, disconnect the AC adapter from the outlet and wait at least 15 minutes for the scanner to cool down.

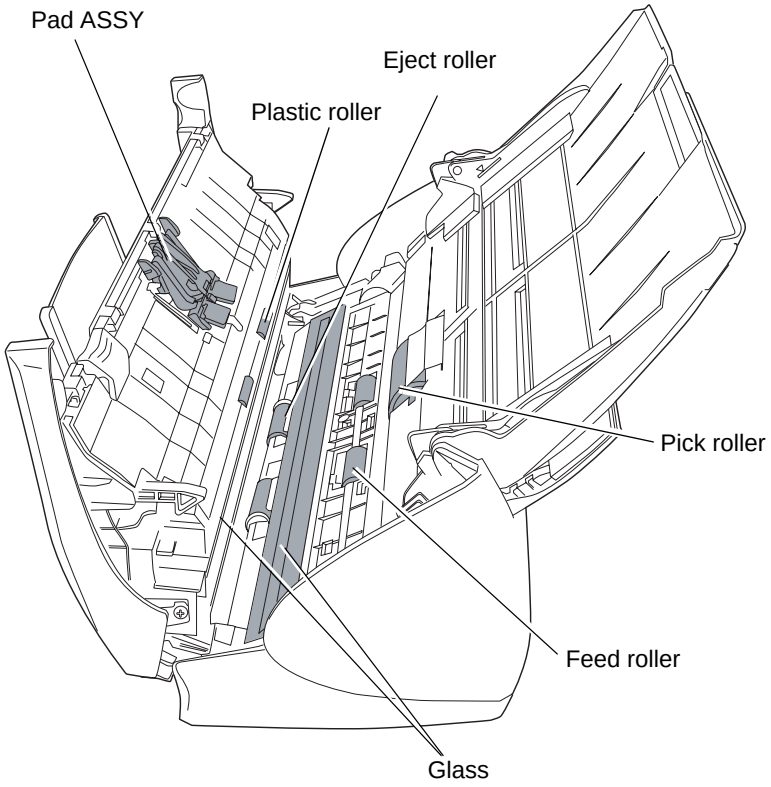
ATTENTION

- Do not use water or neutral detergent to clean the inside of the scanner.
- Do not use compressed air to clean the scanner. Compressed air cause dirt and dust to enter the scanner, which may result in scanner failure and malfunction.

1. Pull the cover open lever to open the ADF.



2. Clean the following locations with a cloth moistened with cleaner F1.



ATTENTION

It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the scanner parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.

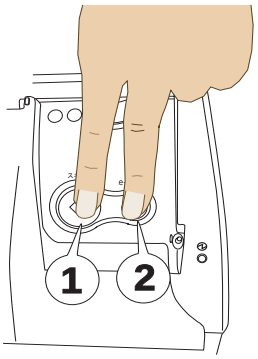
Turn off the scanner before cleaning the following locations.

- Pad ASSY (x 1)
  Remove the dirt on the rubber tabs by wiping downward. When cleaning the Pad ASSY, take care to prevent the cloth from catching on to the metal parts.
- ADF glass surfaces (x 2 located on the ADF and the base unit)
  Wipe off the dirt gently.
- Pick roller (x 1)
  Wipe to clean the roller while turning it with your finger, be careful not to scratch the surface. Take particular care in cleaning the Pick roller since black debris on the roller adversely affect the pickup performance.
- Plastic rollers (x 4)
  Clean them lightly while rotating the rollers with your finger. Take care not to scratch the surface of the rollers. Take particular care in cleaning the plastic rollers since black debris on the rollers adversely affect the pickup performance.

Turn on the scanner before cleaning the following locations, and rotate the rollers to clean them thoroughly.

- Feed rollers (x 2)
  Clean lightly taking care not to scratch the surface of the rollers. Take particular care in cleaning the feed rollers since black debris on the rollers adversely affect the feed performance.
- Eject rollers (x 2)
  Clean lightly taking care not to scratch the surface of the rollers. Take particular care in cleaning the eject rollers since black debris on the rollers adversely affect the feed performance.

  When the ADF is open and the [SCAN] button is held down, pressing the [POWER] button once will rotate the Feed and Eject rollers by a certain angle.
  Generally speaking, six presses of the [POWER] button make the rollers rotate one full turn.



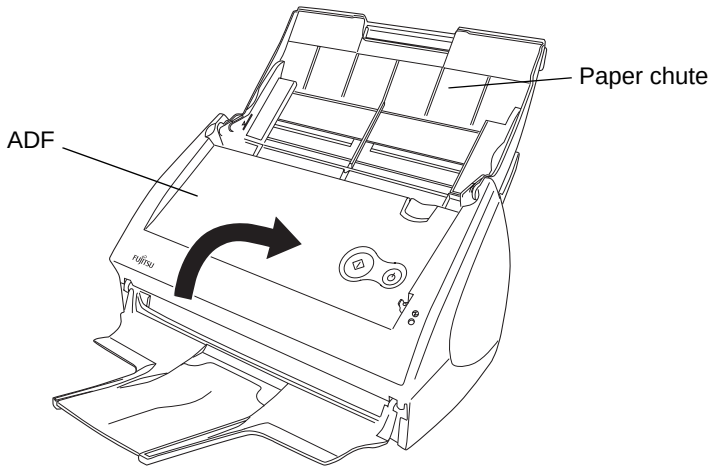
1. While holding down the [SCAN] button....
2. ...press the [POWER] button.

⇒ The rollers rotate.

ATTENTION

Power the scanner only when cleaning the feed rollers and eject rollers. Unplug the scanner for further cleaning.

3. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

ATTENTION

When closing the ADF, make sure that it is completely closed. Otherwise, paper jams or other feeding errors may occur.

6.4 Cleaning the Carrier Sheet

If the Carrier Sheet is used extensively, dirt and dust may stick onto the surface or the interior and cause scanning errors. Clean it regularly.

<Cleaning method>
Use a dry, soft cloth, or a soft cloth slightly moistened with Cleaner F1 or a mild detergent to lightly clean off the dirt and dust from the surface and the interior of the Carrier Sheet.

- Never use paint thinner or other organic solvents.
- Do not rub too hard. Otherwise, the Carrier Sheet may be scratched or be deformed.
- After cleaning the interior of the Carrier Sheet with Cleaner F1 or a mild detergent, dry the Carrier Sheet completely before closing it.
- As a guideline, it is recommended to replace the Carrier Sheet every 500 scans.Refer to "7.4 Purchasing the Carrier Sheet" for details on purchasing a Carrier Sheet.

Chapter 7

Replacing Consumables

This chapter describes how to replace consumables.

WARNING

Fire/Electric Shock

Before you replace the consumables, turn off the scanner and disconnect the AC adapter from the power outlet.

7.1 Replacing Consumables 148

7.2 Replacing the Pad ASSY 150

7.3 Replacing the Pick Roller 153

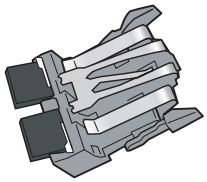
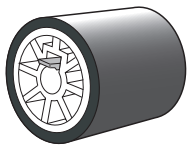
7.4 Purchasing the Carrier Sheet 160

7.1 Replacing Consumables

This section describes how to replace consumables.

■ Part Nos. and Replacement Cycles of Consumables

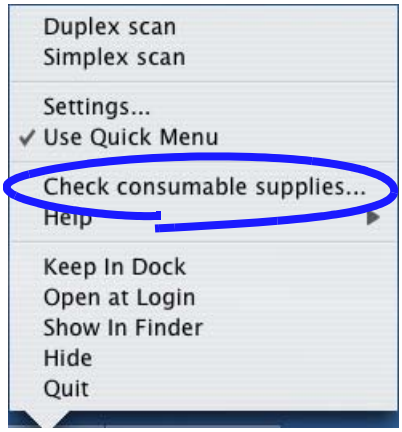
The following tables list the part numbers of consumables and their suggested replacement cycles.

No.	Description	P/N	Suggested Replacement Cycle
1	Pad ASSY 	PA03360-0002	50,000 sheets or one year
2	Pick roller 	PA03360-0001	100,000 sheets or one year

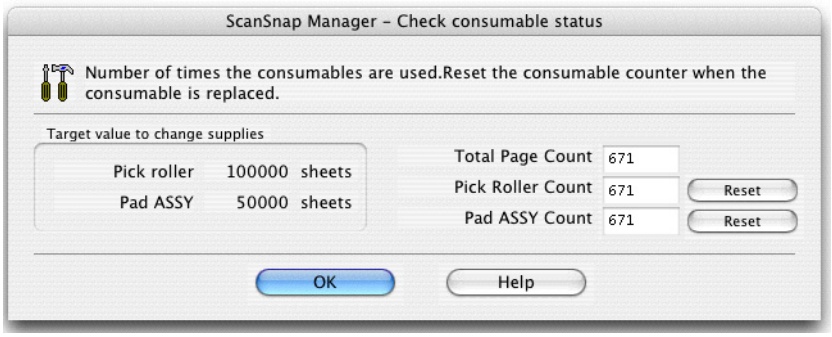
The suggested replacement cycles are based on A4/Letter sized paper free of wood fibers 80 g/m^2 (21 lb). Depending on the actual paper used, the replacement cycles may vary.
Use only the consumables specified by PFU LIMITED. Do not use consumables and parts made by other manufacturers.

Use the following procedure to check the target values for replacement and usage information of consumables.

1. Click and hold the ScanSnap Manager icon in the Dock menu.
2. Click [Check consumable supplies...] on the menu.



⇒ The "Check consumable status" screen appears. This screen indicates how many times consumables have been used.


ScanSnap Manager – Check consumable status
Number of times the consumables are used.Reset the consumable counter when the consumable is replaced.
Target value to change supplies
Pick roller 100000 sheets
Pad ASSY 50000 sheets
Total Page Count 671
Pick Roller Count 671
Reset
Pad ASSY Count 671
Reset
OK
Help

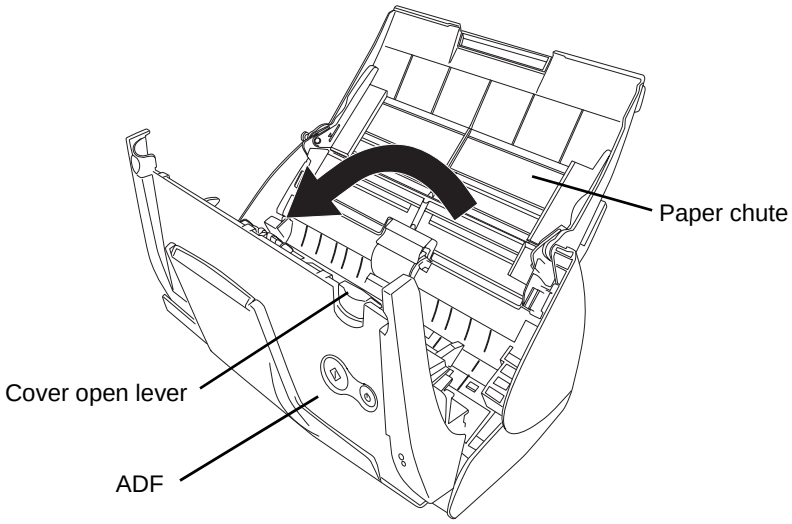
Replace consumables using "Target value to change supplies" as guidelines.

For details about purchasing consumables, visit the website below or contact the Fujitsu scanner dealer where you purchased your scanner.
[Website] http://scansnap.fujitsu.com/

7.2 Replacing the Pad ASSY

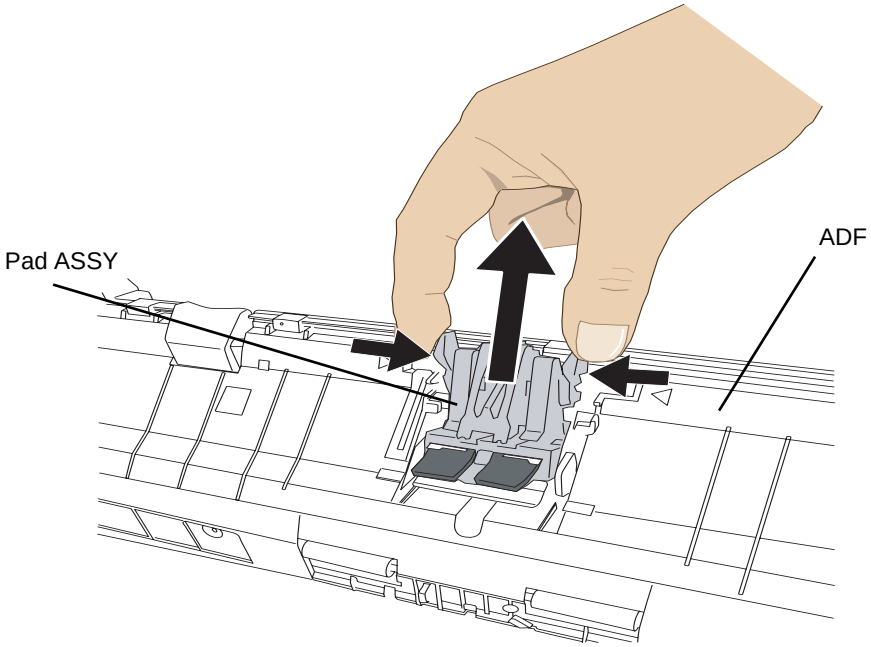
Replace the Pad ASSY following the procedure below.

1. Remove the documents on the paper chute.
2. Pull the cover open lever to open the ADF.

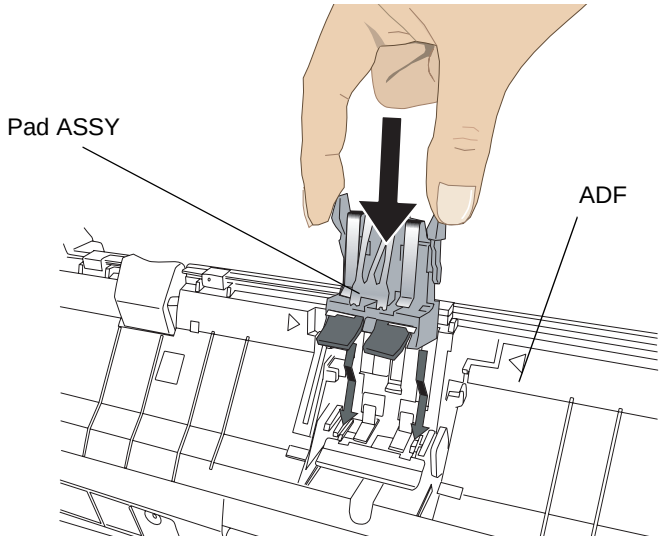


3. Remove the Pad ASSY.

   Pinch both ends of the Pad ASSY and pull it out as shown below.



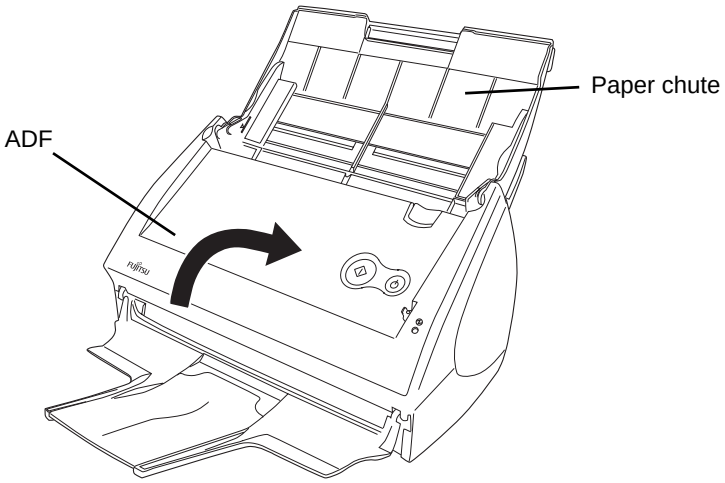
4. Attach the new Pad ASSY.



ATTENTION

Make sure that the Pad ASSY is firmly attached. Otherwise, document jams or other feeding errors may occur.

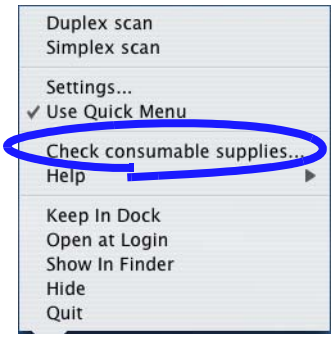
5. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

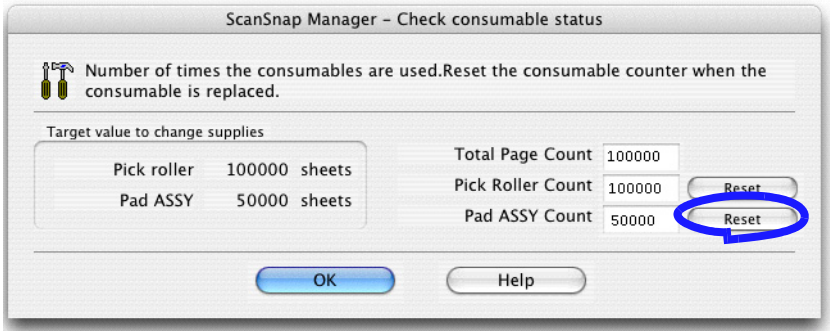
6. Turn on the scanner.

7. Click and hold the ScanSnap Manager icon on the Dock menu, and select [Check consumable supplies...] from the menu.

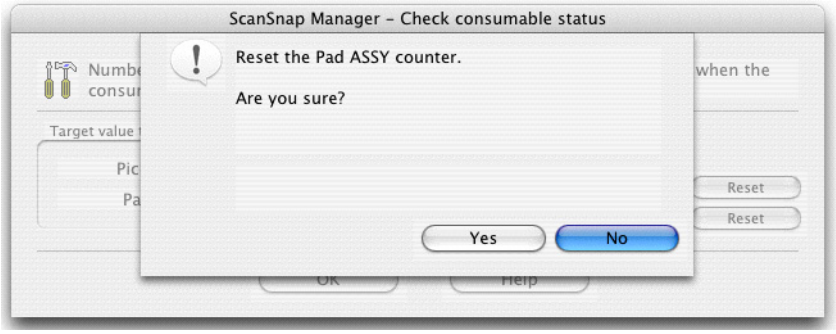


⇒ The "Check consumable status" window will appear.

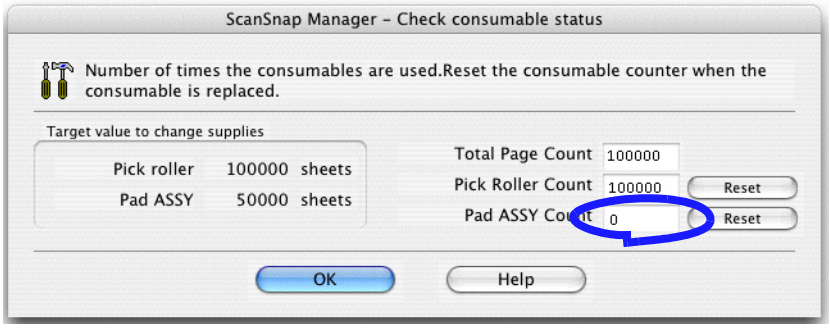
8. In the "Check consumable status" window, click the [Reset] button of the "Pad ASSY Count."


ScanSnap Manager - Check consumable status
Number of times the consumables are used.Reset the consumable counter when the consumable is replaced.
Target value to change supplies
Pick roller 100000 sheets
Pad ASSY 50000 sheets
Total Page Count 100000
Pick Roller Count 100000
Pad ASSY Count 50000
Reset
Reset
OK
Help

⇒ A confirmation pop-up screen appears.



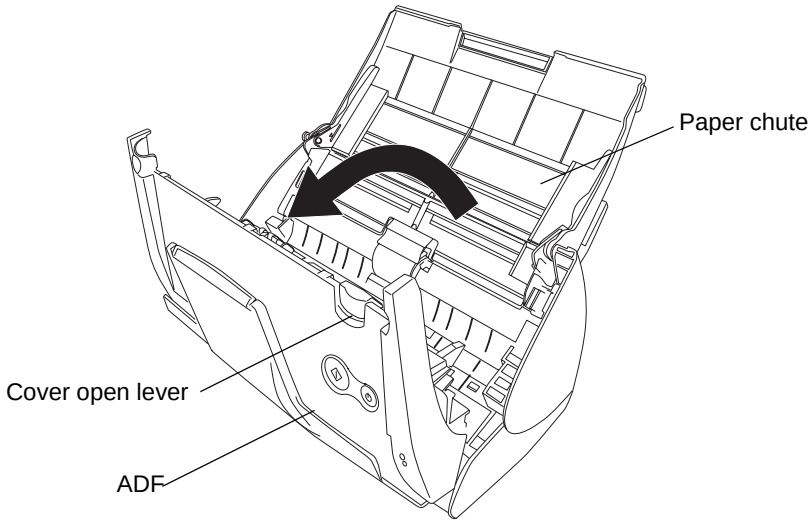
⇒ When you click the [Yes] button, the counter is reset to "0."


ScanSnap Manager - Check consumable status
Number of times the consumables are used.Reset the consumable counter when the consumable is replaced.
Target value to change supplies
Pick roller 100000 sheets
Pad ASSY 50000 sheets
Total Page Count 100000
Pick Roller Count 100000
Reset
Reset
OK
Help

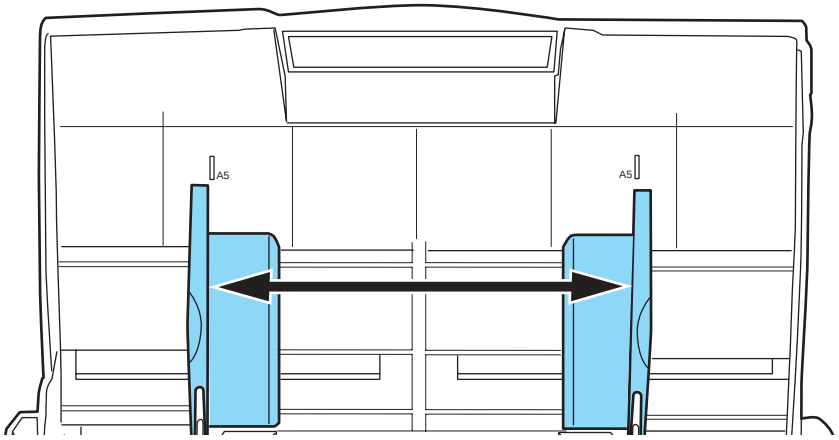
7.3 Replacing the Pick Roller

Replace the Pick roller following the procedure below.

1. Remove the documents on the paper chute.
2. Open the ADF while pulling the cover open lever.

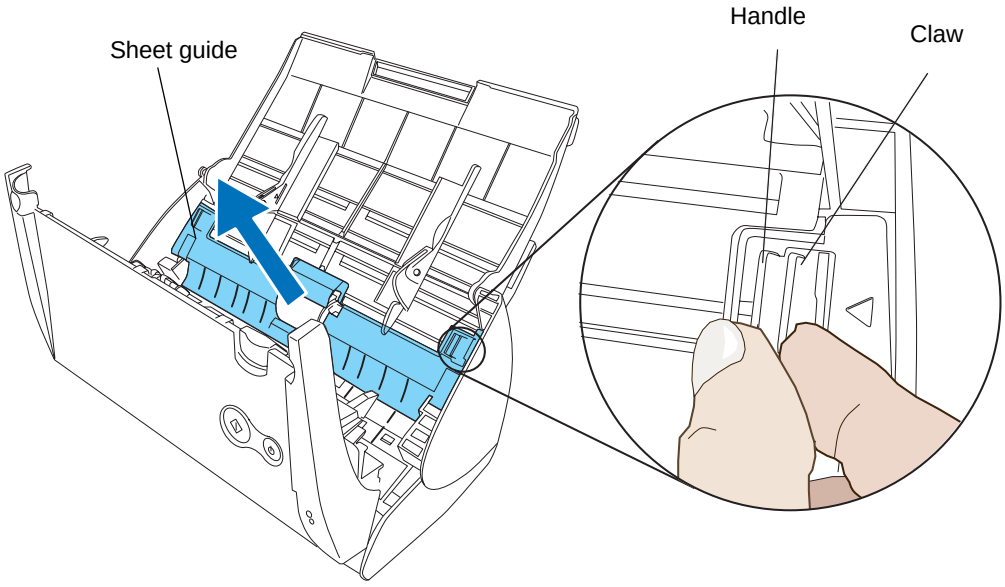


3. Adjust the Side guide to the "A5" size.

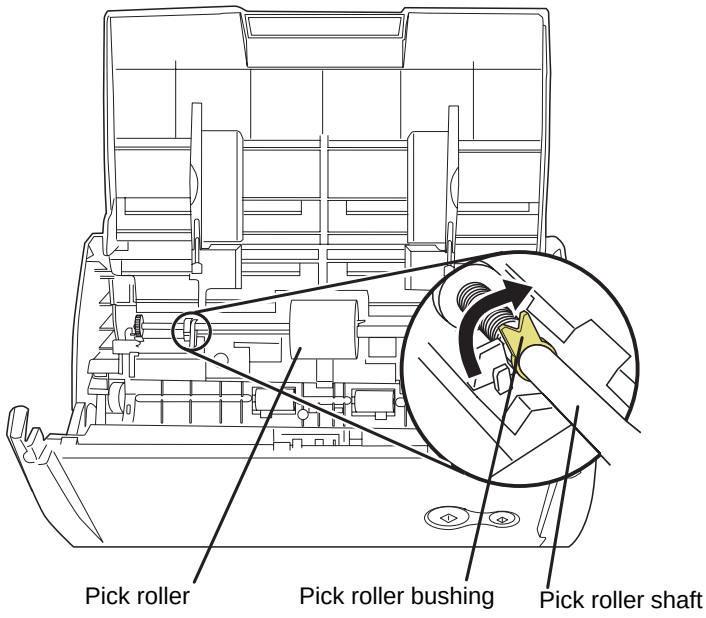


4. Remove the sheet guide.

   Pinch the handle and claw together on both sides of the sheet guide to remove it.

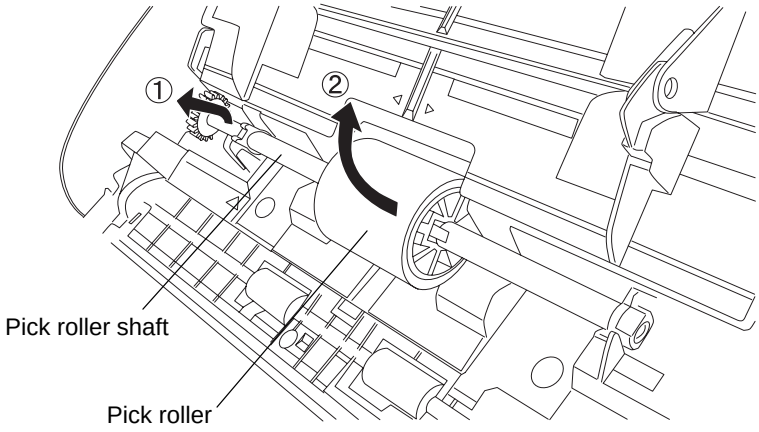


5. Rotate the Pick roller bushing (on the left side).



6. Remove the Pick roller with its shaft.

   Slightly pull up the left part of the Pick roller shaft (about 5mm), move it towards the left side, and then raise it to remove from the scanner.

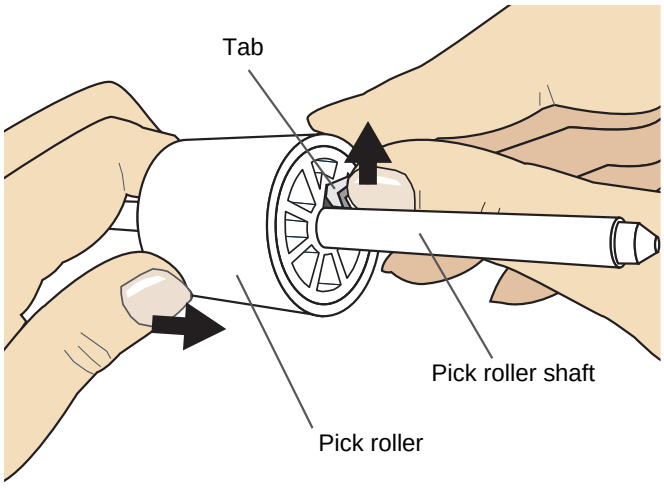


ATTENTION

If the area around the Pick roller is contaminated by paper debris, it may cause scanning errors. Remove the dirt using a dry cloth moistened with Cleaner F1.
* Do not use water, neutral detergent or aerosol spray.

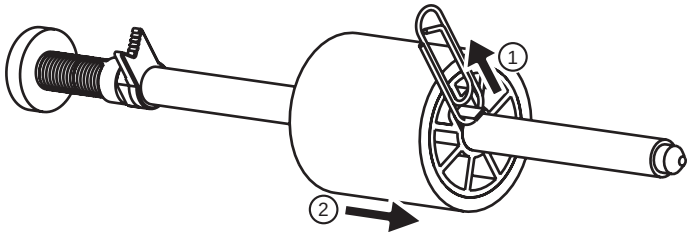
7. Remove the Pick roller from its shaft.

   Pull out the shaft from the Pick roller while lifting up its tab.



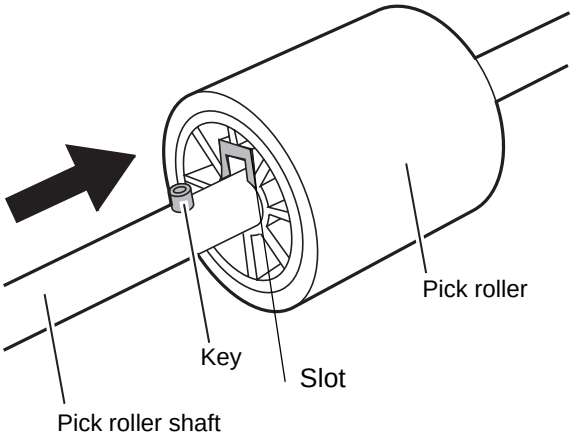
ATTENTION

If you push up the pick roller tab using your fingernail, your fingernail may be chipped. If you cannot push it up successfully with your fingernail, you can use a paper clip to push up the pick roller tab.



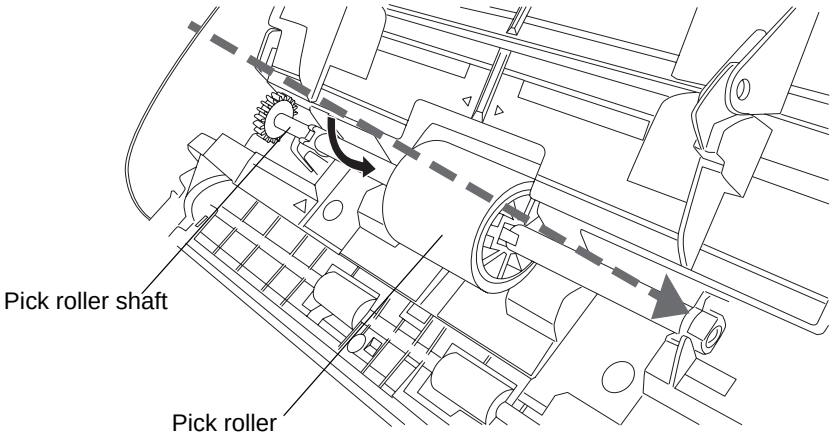
8. Attach a new Pick roller to the Pick roller shaft.

   Aligning the key with the slot on the Pick roller, insert the Pick roller shaft into the pick roller.

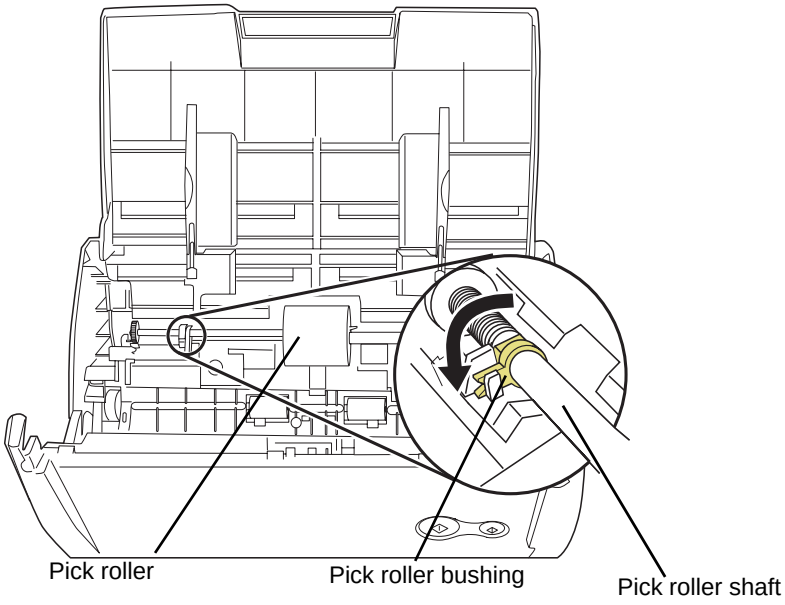


9. Install the Pick roller with its shaft to the scanner.

   Insert the right end of the shaft to the roller bushing (right), and set the shaft to the slot while lowering it.

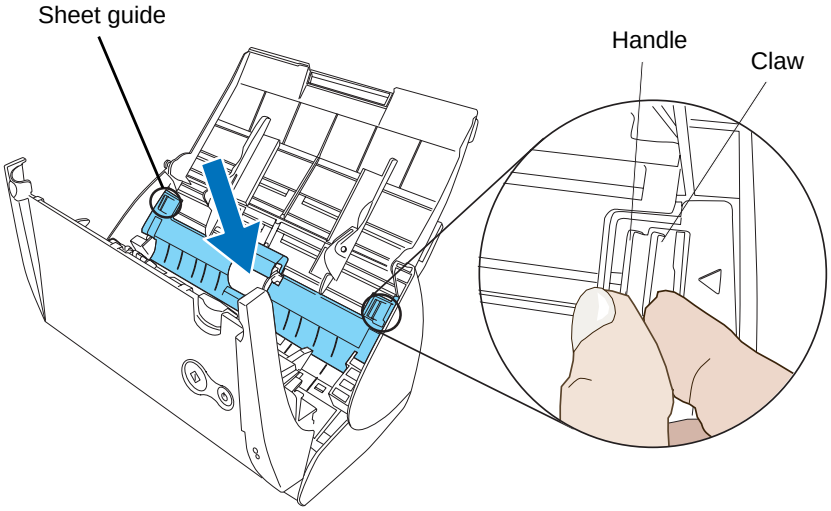


10. Rotate the roller bushing (on the left) by rotating it as shown below.



11. Attach the sheet guide to the scanner.

Pinch the handles on both sides of the sheet guide and attach it to the scanner.

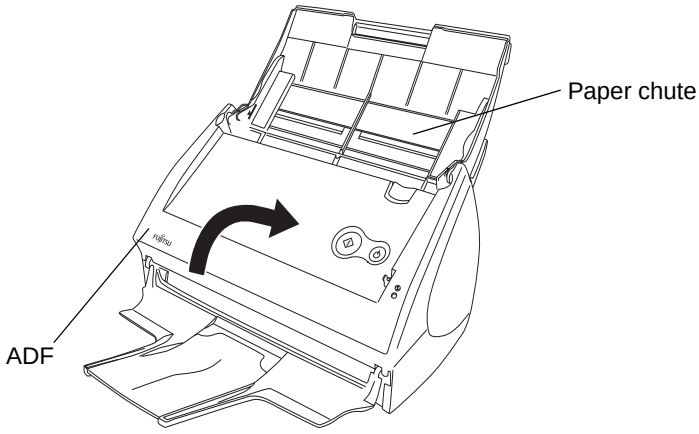


⇒ The sheet guide makes a clicking sound when the claws settle into position.

ATTENTION

Make sure that the sheet guide is fully attached. Otherwise, document jams or other feeding errors may occur.

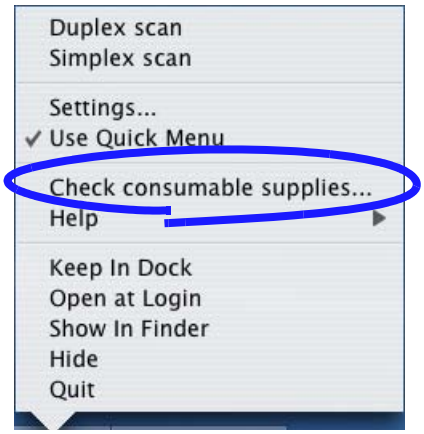
12. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

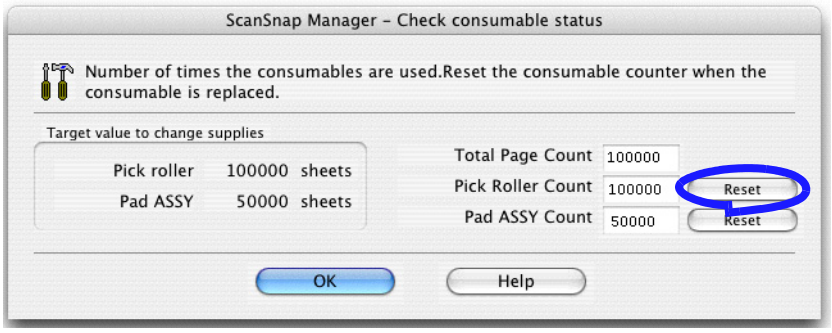
13. Turn on the scanner.

14. Click and hold the ScanSnap Manager icon on the Dock menu, and select [Check consumable supplies] from the menu.

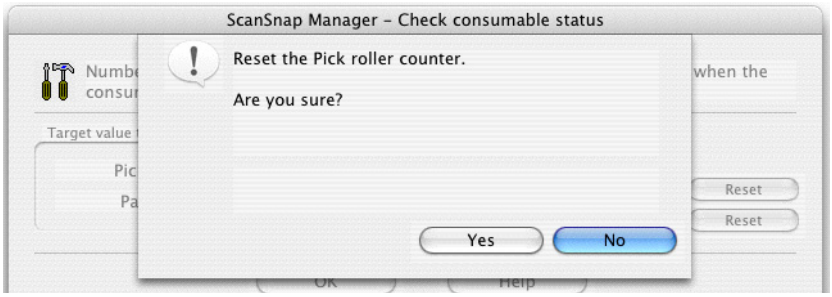


⇒ The "Check consumable status" window appears.

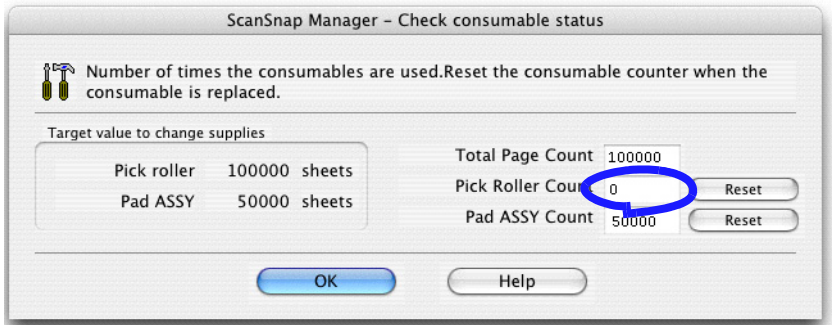
15. In the "Check consumable status" window, click the [Reset] button of the "Pick Roller Count."


ScanSnap Manager - Check consumable status
Number of times the consumables are used.Reset the consumable counter when the consumable is replaced.
Target value to change supplies
Pick roller 100000 sheets
Pad ASSY 50000 sheets
Total Page Count 100000
Pick Roller Count 100000
Reset
Pad ASSY Count 50000
Reset
OK
Help

⇒ A confirmation pop-up screen appears.



⇒ When you click the [Yes] button, the counter is reset to "0."

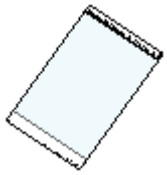

ScanSnap Manager - Check consumable status
Number of times the consumables are used.Reset the consumable counter when the consumable is replaced.
Target value to change supplies
Pick roller 100000 sheets
Pad ASSY 50000 sheets
Total Page Count 100000
Pick Roller Count 0
Pad ASSY Count 50000
Reset
Reset
OK
Help

7.4 Purchasing the Carrier Sheet

If the "Carrier Sheet" bundled in this product cannot be used for scanning due to damage or wear-and-tear, you can purchase just the Carrier Sheet separately.

As a guideline, it is recommended to replace the Carrier Sheet every 500 scans.
However, the number of times of use differs according to usage. If scratches and dirt are conspicuous, please replace the Carrier Sheet accordingly.

The description of the Carrier Sheet and part number are as follows:

Description	Qty	P/N
ScanSnap Carrier Sheet 	5 pcs	FI-511ES-WW

Appendix A

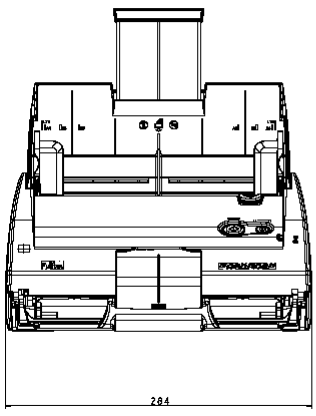
A

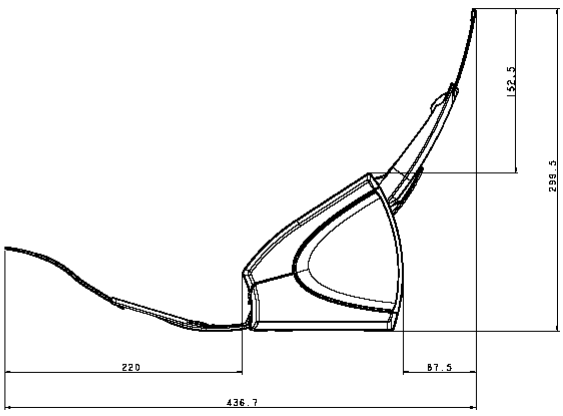
Installation Specifications

The following table summarizes the installation specifications of ScanSnap.

Item		Specifications		
Dimensions (Note)		Width	Depth	Height
	Minimum	284 mm 11.18 in.	157 mm 6.18 in.	158 mm 6.22 in.
	Maximum	284 mm 11.18 in.	436.7 mm 17.19 in.	299.5 mm 11.79 in.
Weight		2.7 kg (approxiamtely 5.95 lb)		
Input power supply	Voltage	100 - 240 V		
	Number of phases	Single-phase		
	Frequency	50/60 Hz		
Power con-sumption	During operation	28 W or less		
	During standby	6 W or less		
Temperature/ Humidity Allowable Ranges	Scanner state	During operation	During standby	During storage/ transportation
	Temperature	5 to 35 (°C) 41 to 95 (°F)	-20 to 60(°C) -4 to140 (°F)	-20 to 60(°C) -4 to 140 (°F)
	Humidity (%)	20-80	8-95	8-95

Note) Dimensions





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Repairs

Contact the store where you purchased your ScanSnap or an authorized service provider for performing repairs on this product.

- The user must not perform any repairs on the scanner.

ScanSnap S510M Operator's Guide

P3PC-1942-01ENZ0

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